**Format #2: Essay Format**

1. Do the whole thing in **Times New Roman size 12**.
2. At the top, put this information (don’t forget all the capitals):

By: Jeff Smith

For: Mr. Wilson

Course: ENG2L1

1. Do a **title under that.**  Make it Times New Roman size 12 too. Make sure your title fits what you are writing about. Make sure it would be wrong on another student’s work. Use a capital for every word in your title. You can center your title or **bold** it if you like. No underline.
2. **Double-spacing**. This allows teachers to write on it, when printed on paper.
3. **Use sentences**. Sentences start with capitals and end with periods, question marks or exclamation points.
4. Use **paragraphs**. For each one, press [Enter] to go down to a new line, and then press [Tab] to do your indent.