

IN THIS EXAMPLE, THE PARAGRAPHS ARE INDENTED

John Smith

123456

Date

How to submit an assignment in English

Welcome to the English Department's Tokubetsu Eigo program. This page is an example of how we want you to submit your essays. Please read and check you understand it all.

First of all, all typed work should be submitted in the font Times New Roman, the font size should be 12, line spacing should be 1.5 and all margins 2.5cm. You should have your name and student number in the top right hand side (like John Smith, 123456 above), and you must put the number of words in your assignment on the bottom right hand side (as below – use the word counter.) In addition, don't forget to have a clear and appropriate title.

Your paragraphing should be clear and use either indents (like this sheet) or be in block form, depending on what your teacher requires. You may also be asked to list sources at the end of your essay. Each teacher has slightly different requirements, so make sure you listen when they outline what they want, and ask if you are not sure about anything.

Naturally, essays must be handed in on time. In addition, they must be stapled if they are more than one page. It is a good idea to get a friend to read your assignment to help you find any mistakes and to use the spell-checker to try to find simple errors before handing it in.

You must not copy from the internet or from a friend – even one sentence. Copying is called plagiarism. If it is appropriate to the course content, teachers may teach you how to use and acknowledge anything that you want to quote from a source properly.

We hope that this is clear. If you do not understand or have any questions at all, please ask your teacher anytime. Good luck and good writing!

(303 words)

IN THIS EXAMPLE, THE PARAGRAPHS ARE IN BLOCK FORM

John Smith

123456

Date

How to write a good essay

Each and every one of your teachers all through university will have a different idea of what they want you to do. However, there are some basics to essay writing that are good to know.

The first and most important is make sure you understand and focus on what you are supposed to write about. Students very often only quickly read instructions for an essay or questions in an exam, and then write about something quite different.

Once you know what you are going to write about, it is a good idea to try and write a brief outline of your ideas. With no clear plan it is very easy for your writing to become disorganized.

If it is an assignment and not an exam essay, write a draft (a rough version), check it carefully for simple mistakes, structure and if it answers the question (this is called proofreading), and then give it to a friend to proofread it again for you. Finally, put it into the correct format.

What makes a great essay? An essay that answers the question, has a clear structure, a good introduction and conclusion, and looks good. Good presentation can get better marks for an essay. Good luck and happy writing!

(201 words)

Guide by Matthew Claflin