

Rubric for Writing Papers

1. Formatting:

Your name
Period #
Date: 8/31/10
(skip only one space)

Assignment Title

(skip only one space)

- All papers must include a header and title on the first page in the above format.
- Indent each paragraph (one Tab) of the body of the paper.
- All assignments will be double spaced and 12 point font Times New Roman.
- Do not adjust margins of paper.
- Citations and Works Cited page must follow the MLA format.

2. Spelling & Grammar:

- Points will be deducted for each punctuation, grammar and spelling error. Please revise your papers to ensure you do not lose easy points.
- Do not use contractions! (“don’t, I’m, can’t) or slang! (dude, lol, u)
- Stay on topic! Unnecessary or redundant sentences will cause you to lose points. Again, *revise your paper* asking yourself the questions: “What purpose does this sentence serve?” “Have I already said this somewhere else?” “Does this sentence flow well from the previous sentence?”

3. Paper Submission:

- All written assignments will be submitted via email: mwarner@cducation.org
- Documents must be sent as attachments – preferably Word Documents – (not inline text of the email)
- SUBJECT LINE: **PER # - LAST NAME**
- Assignment is late if not received before 8:00am on the date due. I reserve the right to not accept late assignments (meaning they will receive an automatic zero)
- Please ask any questions you have! I am here to help!