

Typing Assignment Guidelines

- Press enter **only** at the end of a paragraph.
- Leave one space after comma and at end of sentence.
- Center the title.
- Use TAB key to indent the paragraph.
- Use only font sizes 10, 12, or 14.
- Use an easy to read font (Arial, Comic Sans, Times New Roman) please.
- Use the correct MHR heading for all papers.
- 100 (3rd), 125 (4th), 150 (5th), 200 (6th), 250 (7th) 300 (8th) words will always be the minimum; there is no maximum.
- A two paragraph minimum format for 3rd through 5th and a **three** paragraph minimum for 6th through 8th.
- Do not leave an empty line between paragraphs. On some programs this is difficult to do. I will not take off if this is not possible.
- Adding clip art or pictures is fine but not necessary.
- No **ALL CAPS** when typing; use the shift key to capitalize.
- Use spell check to check for spelling errors.
- Do not use texting type of shortcuts such as (u) for you or (r) for are!
Double points off each time used.
- Use only left alignment, or justification.
- Type the total number of words on the bottom of the paper.
- Use the word count feature in your word processing program usually found under tools.
- No late typing assignments will be accepted (unless absent); early assignments are always welcomed.
- Typing assignments may be sent via e-mail as an attachment to:
m.flach@mhr-tampa.com

Computer
3rd

John Smith
8/28/2011

My Summer Vacation

This summer my family went to the mountains and stayed in a cabin for two weeks. We had a really good time fishing and swimming, but the water was really cold. The cabin was very big and we could see the river right by the front door.

One day we rented a boat and went on a long trip down a river. My mom packed a picnic lunch and we stayed all day. I was scared for a while when the water took us really fast. It was fun and we were all safe.

107 words

Sample Typing Assignment