

**Middle School Assignment Expectations**

* St. John Heading: - ALL ASSIGNMENTS
  + First and last name
  + Date
  + Assignment
  + L.O
  + S.L.E
  + Student Number in the top right corner
* Capitalization:
  + Capitalize sentence beginnings and proper nouns
* Punctuation:
  + All sentences end with appropriate punctuation
* Writing Process
  + All components of writing process submitted with final drafts

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| **Handwritten Assignments** | **Word-Processed Assignments** |
| * Indent paragraphs * Double-spaced * Book titles underlined * Short story, poem, or article titles in quotation marks | * Indent paragraphs * Use Microsoft Word standard margins * Double-spaced * Size 12 text * Use one of the following fonts:   + Times New Roman   + Helvetica   + Arial   + Cambria   + Verdana * Book titles *italicized* * Short story, poem, or article titles in quotation marks |