

**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
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