



## **Guidelines for Writing Assignments:**

Writing assignments are meant to help you become a better communicator and writer. We need to understand what points you are trying to make (i.e. what are you trying to say?). All papers are required to be typed (word processed) on 8 1/2 x 11" white paper, preferred font size is 12pt., and double-spaced. On all papers please include: your name, your school, the date, and a title indicating what assignment it is. All pages should be numbered preferably in the footer.

### **All papers will be assessed with four basic aims in mind:**

#### Content

1. Did you follow directions?
2. Did you clearly state the topic or take a position?
3. Did you fully develop the topic and/or explain your position?
4. Did you support your position with evidence and/or details?

#### Aim

1. Were you clear in your purpose?
2. Did your technique support your purpose?

#### Organization

1. Is the paper's topic developed clearly?
2. Is there a new paragraph for each new idea or piece of evidence or information?
3. Is there a clear transition from one paragraph to the next?

#### Craft

1. Is the paper a sufficient length?
2. Are there any mechanical problems (i.e. spelling, grammar, syntax, usage)?
3. Is the documentation done correctly both within the text and at the end?

Remember to outline your ideas, flesh them out, link the ideas, summarize or conclude, and then rewrite before you hand in your paper. It is recommended that you have a friend, family member or teacher read your paper before you hand it in to help you gauge if your writing is clear.

***Promoting business development and the quality of life in Livingston County.***