

Dante Sellers, 32

Mrs. Kragen

ELA: novel worksheet

2 November 2021

The Phantom Tollbooth

I want you to format documents according to MLA guidelines.

The moment you open a document, save it to your Google Drive folder. Give each document a meaningful name. Start with your class number, then your name, then the assignment. For example, a file might be named: “1 Dante Phantom Tollbooth worksheet.”

Before you leave the computer, you can also “save as” to a flash drive (if you have one). It’s always a good idea to save your work to more than one place.

1. Write a heading on the first page of your document. Follow the model at the top of this page. The first line has your first and last name, a comma and a space, and your number. The second line has my name. The third line has the subject, a colon and a space, and the assignment. The fourth line has the date the assignment is *due*. Do *not* put your heading on any other page of the document.
2. Use one-inch margins (left, right, top, and bottom), do not use any extra space before and after paragraphs, and use left alignment. (Google Docs is set up to do all of that for you.)
3. Double-space the entire document, including your heading, any quotations, and your list of works consulted. Do *not* single-space anything. (Google Docs does *not* do that automatically. You have to go to Format, then Line Spacing, and then click Double.)
4. Do *not* skip any additional lines at all anywhere in your paper!

5. Indent paragraphs half an inch. (Hit *enter* and then *tab* to start a new paragraph.)
6. Use Times New Roman 12 for *everything*, including all titles.
7. If you have a title or subtitle, center it. Do not italicize any part of your title (unless there are words you would normally italicize in the body of your document, like a book title). Do not put the title in quotation marks. Capitalize the initial letters only of the first word, the last word, and all the important words; you also need to capitalize the first word after a colon in the title. (By the way, *nothing* on your page is underlined or in **bold** or in all CAPS.)
8. To add a header at the top of the document, go to the very top of the page and double click. Click on Options. For the position choose Header. *Unclick* “Show on first page.” (You don’t want it to show on the first page!) Do start numbering at 1. Click Apply. The computer will automatically add the correct page number to every page from now on.
9. Go to the header on page 2. In front of the page number, type your last name, a comma, and a space. Highlight the name, comma, and page number in the header and change it all to Times New Roman 12.
10. Numbers or bullets go on the left margin. The text is indented half an inch. The computer will automatically indent the text the half inch, but it will automatically indent the numbers a quarter inch. Once you start numbering or bulleting something, you will *immediately* need to go up to the ruler at the top of the page. Move the horizontal blue line at the far left side of the ruler from the quarter inch indent to the left hand margin. (You will move it to the left until it is half in the gray part and half in the white.)

Other Things You Need to Know

- I followed the MLA rules in creating this document. You can use this set of directions as an example.
- You will get a grade for how well you follow MLA format for each assignment. The format grade will have ten points possible and will get a percentage grade.
- When you finish writing your piece, *always* do a spell check and grammar check.
- Especially for major assignments, get both peer and adult readers to look over your work. Listen to their suggestions.
- Make everything as perfect as you can! Don't hand work in to me that needs a lot of editing. Think of me as your publisher, not your editor. :)

Grading business letters according to MLA format

1. Don't leave anything out:

your name, number
your address
your city, state zip
date *due*

sent to name
sent to organization
sent to address
sent to city, state zip

salutation (with a *colon*)

body

body

closing (with a *comma*)

Your Signature (in ink)

your name (typed)

2. Follow the template for *order* of information.
3. Make sure to include the date *due*.
4. Single-space the entire document—
This is the ONLY type of writing you do for me that is single-spaced!
5. Double-space between items.
6. Do not skip any additional lines!
7. Use one-inch margins and left alignment. (Left justify.)
8. There are NO indents in a business letter.
9. Use Times New Roman 12.
10. Hit “enter” FOUR and ONLY four times after the closing and before your typed name. (That creates the space for your signature.)

See the sample on the next page!

Dan Rice, 32
12345 First Street
Poulsbo, WA 98370
12 September 2020

Janet Kragen
Suquamish Elementary
18950 Park Avenue NE
Suquamish, WA 98392

Dear Mrs. Kragen:

I would really like to become an astronaut. My father worked on the Gemini program, so I learned about space when I was young. I love science and hearing about the stars. I do not think I would have any problems with space travel. I can read all day in a car without getting sick.

If I cannot be an astronaut, I think I would like to be an architect. I love to design buildings. I started making houses for my Troll dolls when I was very young. Making new house designs is fun and interesting to me.

There are other jobs that appeal to me. I would like to work in advertising. I would like to be an artist. I would love to be an All-Star gymnast. I work well in groups, and I am not afraid of working hard.

As you can see, there are several jobs that appeal to me—and I have not even gotten out of the A's yet! Just you wait and see, I will have an amazing and awesome job someday!

Sincerely,

Dan Rice

Dan Rice