

Dante Sellers, 32

Mrs. Kragen

ELA—novel worksheet

2 November 2025

*The Phantom Tollbooth*

I want you to format documents according to MLA guidelines.

The moment you open a document, save it in the Classroom Kragen folder. Give each document a meaningful name like “1\_Dante\_PT\_worksheet.” Save the file *often*.

Before you leave the computer, save one more time and then “save as” to your *student* folder. You can also “save as” to a flash drive (if you have one) or to your OneDrive account.

1. Write a heading on the first page of your document. Follow the model at the top of this page, every line. Learn how to do the long dash. Use the date the assignment is *due*. Do *not* put your heading on any other page of the whole document.
2. Use one-inch margins (left, right, top, and bottom), and set the general alignment to left alignment. (*Word* already does both of those for you.)
3. Use “0 pt.” before and after paragraphs. (*Word* does NOT do this. You have to change those settings.)
4. Double-space the entire document, including your heading, any quotations, and your list of works cited. Do *not* single-space anything. (*Word* does NOT do this. You have to change that setting.)
5. Do *not* skip any additional lines at all!
6. Indent paragraphs half an inch. (Hit *enter* and then *tab* to start a new paragraph.)

7. Use Times New Roman 12 for *everything*, including all titles *and* in the header or footer. (*Word* does NOT do this in the body or in the header. You have to change that setting in *both* places.)
8. 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.
9. Using the header at the top of the page, go to the right and click on the “page number” icon. To the left of the page number, type your last name. (I started the last name at the five-inch indent mark.) The computer will automatically add the correct page number to every page. Eliminate the header from the first page. The header needs to be half an inch from the top of the page and one inch from the right margin.
10. Numbers or bullets go on the left margin. The text is indented half an inch.

#### 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!

## 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 2025

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