

## Principles of Writing Compositions

Quoted from C. Cheng (2008). *English Composition*, p.95-96

1. Type your paper on a computer.
2. Leave a margin on all sides of the page. You should leave at least one inch (2.5 cm) of blank space on the top, bottom, left side and right side of each page that you write.
3. Double space your paper.
4. Write your full name in the upper right hand corner of the first page.
5. Write the date the composition is due under your name.
6. Center a title at the beginning of your first page.
7. Indent at the beginning of each paragraph that you write.
8. Punctuation marks (including , . ? ; - : ) should appear after a word. You should never put one of these marks as the first character in a line. If you have to choose between putting one of these marks at the end of a line or the beginning of the next line, always put it at the end of the previous line.
9. Leave one blank space after a punctuation mark.
10. Only hyphenate words at the boundaries between syllables. Do not hyphenate if splitting the word results in a syllable with only one single letter.
11. Do not spell words incorrectly. Use your computer's *spellchecker* function.

The diagram illustrates the layout of a composition page with various annotations:

- Staple the papers properly**: An arrow points to the top-left corner of the page.
- Leave a margin on all sides of the page**: An arrow points to the left margin.
- Chen Yi-chen (ID#)** and **Sept. 17, 2008**: Located in the top-right corner.
- TITLE**: Centered at the top of the page.
- Indent at the beginning of each paragraph**: An arrow points to the start of the first paragraph.
- that you write. Use word size 12pt, and word font Times New Roman. Double space each line.**: This text is part of the first paragraph.
- Check spelling before turning it in. Check your grammar. Check for unity and coherence of the paper.**: This text is part of the second paragraph.
- Single space first two lines**: An arrow points to the first two lines of the second paragraph.

## Exercise

Look at the passage below. What is wrong with the format? Describe each format problem on the lines below the passage.

I had so much housework to do yesterday. In the morning, I did the laundry. After the clothes were washed, I had to hang them up to dry. In the afternoon, I cleaned the house by dusting all the furniture and mopping all the floors. And then I cooked spaghetti and meatballs for dinner. After we finished eating dinner, I had to wash the dishes. Finally, I ironed all the dry clothes before I went to bed.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## Principles of Submitting Assignments

1. Assignments should be submitted ON TIME. Delay submissions are unacceptable.
2. Assignments should be submitted in TWO FORMS:
  - 1) **Printed forms:** Assignments should be printed out by A4 papers, and stapled if they have more than one page. They should be turned in at the beginning of class.
  - 2) **Electronic forms:** Electronic files should be Microsoft Word documents. Send the files to the instructor ([yicc@nccu.edu.tw](mailto:yicc@nccu.edu.tw)) one day before class.
3. Name the electronic files by assignment #, your student ID #, and your Chinese name. For example: “**Essay1\_98765432\_陳怡蓁.doc**”  
Incorrect file names may cause your assignments failed to be received.
4. Be careful of plagiarism. Since the capability of giving proper citation is one of the most important criteria of this class, any “copy and paste” work will cause your failure in this class. (The definition of plagiarism and ways to avoid it will be mentioned during the semester.)