Dear students,

Your personal essay is due at the beginning of class on Wednesday or Thursday, October 18th or 19th. This essay counts as 20% of your grade. Your essay should be about 400 words (minimum length) to 600 words (suggested maximum length).

Please write your essay on the topic “My (most) …(est) moment.” You can use the superlative of any adjective you like, such as “bravest,” “saddest,” “most embarrassing,” and so on. Keep in mind that this assignment is about you, so this is your opportunity to shine. Pick your topic carefully.

The first-year faculty strongly suggests that you make full use of the writing process to compose your essay. This will help you with your paper- and paragraph-level organization. Remember that your paragraphs are groups of sentences (ideas) closely organized around a single topic. If a sentence (idea) does not belong in that paragraph, then move it elsewhere, or develop it into its own paragraph.

We have posted a few sample personal essays to BlackBoard for you to read and learn. However, the sample essays are not perfect and they do not necessarily meet all the requirements of this assignment.

In this essay, you should focus on your own feelings and personal experiences. Resist the temptation to copy material from the internet or to use any translation software to write for you. You are also prohibited from using any AI tools to complete this assignment. This is your opportunity to practice and improve your writing. In addition, this assignment is important for your teacher because it gives him/her a snapshot of your ability of thinking critically and writing clearly, logically, and concisely.

Please follow all formatting instructions (attached below) from your syllabus, and print off your papers single-sided. Please upload an e-copy to Blackboard. Remember that the paper copy you submit to your instructor must include a signed copy of the assignment cover sheet. But please do NOT include the cover sheet with your electronic submission, as this will affect your VeriGuide similarity percentage. We look forward to reading your essays.

Year-One English Team

**Formatting requirements**

* ~~Papers are due at the beginning of your scheduled class.~~
* ~~Upload the electronic version of your paper through BlackBoard to VeriGuide before class.~~
* ~~All assignments must be computer-printed. Instructors will not print your paper.~~
* ~~Use size 12 Times New Roman font.~~
* ~~Double space your text. (2.0 spacing in Word).~~
* ~~Use a ½ inch (1.25 cm) indent for each paragraph, and do not space between paragraphs.~~
* ~~Set margins at 1 inch (2.5 cm) each side, top, and bottom.~~
* Use a ½ inch (1.25 cm) header. Please identify each page with your ~~name~~, ~~student ID number~~, assignment detail, ~~section number~~, and ~~page number~~ in “page x of y” format.
* ~~Left-align your papers. DO not “justify” align.~~
* ~~Save documents with your student ID as the first part of the file name, followed by your full name in pinyin/English and the assignment title. (eg: student ID Name Personal essay.doc). Please submit files in doc or pdf format.~~
* ~~You must satisfy the assignment length requirement.~~