Remember the following Typing Rule

* Always leave 2 spaces after a full stop at the end of a sentence
* Always leave 2 spaces after a question mark at the end of sentence
* Leave only ONE space after all other punctuation marks
* Press **the Enter Key twice** at the end of a paragraph as this leave **ONE** blank line and shows where new paragraphs begin
* Begin all new paragraphs at the left margin. This is called **Blocked Style**