English for Academic Purposes Program Assignment Presentation Format

<u>Unless your instructor advises otherwise</u>, please follow these guidelines when handing in assignments to your EAPP instructors:

For All Assignments:

- All assignments should look neat and organized.
- Leave a margin of approximately <u>one inch</u> at the **top**, **bottom**, **and both sides of your work**. This applies to handwritten work as well as typed work.
- In general, all final copies of assignments should be typed.
- Do not use any fancy font styles and sizes. Use the font/font size determined by your instructor.
- All assignments must be double spaced.
- Always use white paper, size 8 ½ x 11.
- Use a cover page.
- Number the pages. Normally, page numbers are typed. (Check with your instructor if handwritten page numbers are acceptable.)
- Staple your work (one staple) in the top left hand corner on an angle.

Projects and Major Assignments

- Submit your major projects and assignments in <u>the type of folder</u> determined by your instructor.
- Only include in the package what is required by the instructor.
- Number the pages Normally, page numbers are typed. (Check with your instructor if you handwritten page numbers are acceptable.
- Include a cover page (see sample above right).
- If requested, include a table of contents.

Assignment Title

Student Name: Student ID: Course Code-Section: Instructor: Date:

Table of Contents

- 1. Paragraph First Draft p. 1
- 2. Error Correction Chart
- 3. Paragraph Final Draft p. 5

p. 3

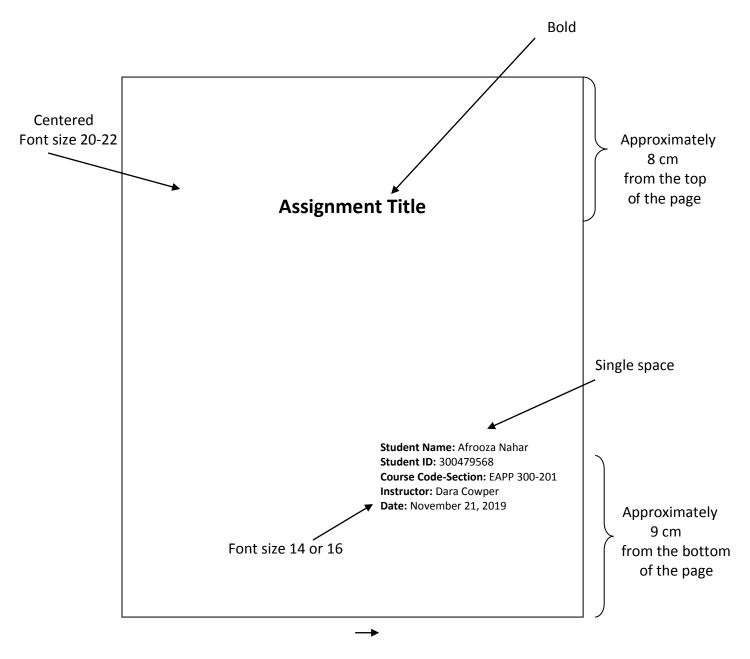
Shorter Assignments (including the in-class hand-written ones) —

- On the front page, put your name and your student number.
- Include the course code and your section number, the instructor's full name and the date.
- Put the title of the assignment at the top of the exercise centered in the middle of the page.
- Skip a line. (Do not write on every line.)

Saeid Kazemi 300802251 EAPP 100-201 Instructor: Diane Shibata October 18, 2019

My Future Goals

I plan to study in the Early Childhood Education Program at Centennial College after I finish the EAP Program. If I cannot gain admission to ECE at Centennial, I might (Use these approximate measurements as a general guide to make sure that your title is neither too high nor too low. Your cover page should look like a picture in a frame.)



Start about 2 to 3 cm from the middle of the page