

English for Academic Purposes Program

Assignment Presentation Format

Unless your instructor advises otherwise, 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 **one inch** 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.

Assignment Title

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

Projects and Major Assignments

- Submit your major projects and assignments in **the type of folder 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.** →

Table of Contents

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

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
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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.)

