



## **Student Resources**

### **General Writing Guidelines**

#### **Essays**

#### **Emails**

#### **& Forum Entries**

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### **Essays**

All essays need to be formatted MLA style, with standard margins and fonts using MS Word (XP/2003, “.doc” format) and must be spell-checked and proof-read for errors.

You should also:

- include all necessary task information
- use white space effectively
- justify your text with a clean left margin
- use a clear title
- number each page
- use consistent and appropriate formatting & font
- show care to your presentation and proof-read carefully

### **E-mail & Forum Entries**

- write a brief, to the point and accurate message avoiding abbreviations, informal language and capital letters
- proofread your message, use a spell check and think before you send
- (in an e-mail) include your name and section number
- (in a forum entry) use a clear subject line
- (in a forum entry) focus on the discussion directly, giving the name of the person you are replying to if you are commenting on somebody's ideas
- (in a forum entry) be polite & always show respect to others: do not use sarcasm or express anger, even if you strongly disagree with their ideas
- (in a forum entry) use asterisks for \*emphasis\* (sparingly)