Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7S Language Arts – Typing Tips and Assignment Expectations

Keep at Home

1. **All papers will follow this format:**

* Top right hand corner:
* Name & class period
* Date
* 12 point Times New Roman font
* 1” margins (often under “page layout” then “margins” on computer)
* Proper capitalization, spelling and punctuation –
* **USE SPELLCHECK** (usually a checkmark icon with ABC by it).
* **But remember spellcheck does not catch all of your mistakes.**

1. **SAVING YOUR WORK:** Please begin to practice excellent file organizations skills.

* On your **HOME computer**, **your school GoogleDocs** account and your **flashdrive** create a folder and title it 7th grade LA
  + **SAVE all of this year’s LA assignments in all three places every time you type!**
  + **This way you have a backup and can work on it at school**
* BE consistent with file names. Name your files like this:
  + - assignment&date– for example TextualAnalysisSept24

YOU CANNOT BE TOO CAREFUL WITH SAVING FILES TO MULTIPLE PLACES – Be consistent – create good habits now to benefit you in high school, college and beyond!!

**III. PRINTER Issues**

If you do not have a printer at home please speak with me privately and we will make arrangements.

**IF your printer breaks/runs out of ink/your dog eats it** **I will need a note from a parent or guardian explaining the situation if a paper is due.**  Please try and come before homeroom so we can arrange in school printing.

**Finally, I always accept handwritten papers if necessary.**

Turn over

Launch/TypingExpectations