

## 6<sup>th</sup> Grade Paragraphing Expectations

All students will be responsible for the paragraphing expectations below. All 6<sup>th</sup> grade students are expected to follow these paragraphing guidelines in each of their classes. No exceptions will be made; if your paragraph does not meet **ALL OF** the guidelines below, your paragraph will not be accepted for full credit.

In order to earn all the points for every assignment your paragraphs must meet the following requirements:

- ❑ Heading (Name, date, period in the upper right hand corner)
- ❑ Title (Centered, Word Art not accepted unless specified)
- ❑ Black Ink
- ❑ 12 point font
  - Below is a list and example of the acceptable fonts (cursive and all capital letter fonts are not accepted) Fun fonts may be used only when specified by your teacher.



Arial	Bell MT	Berlin Sans	Book Antigua	Bookman Old Style
Californian FB	Century Gothic	Century Schoolbook	Comic sans	Eras
Goudy Old Style	Latha	Maiandra	Mangal	Microsoft San Serif
Times New Roman	Trebuchet MS	Tunga	TW Cen MT	

- ❑ 1-1.25 inch margins **ONLY**(standard default on most programs)
- ❑ Double-space
  - ⇒To double-space follow these five steps:
    - select **Format** from the tool bar
    - click **Paragraph**
    - find the box titled **Line Spacing**
    - click on the arrow
    - select **Double**
- ❑ The first sentence of all paragraphs must be indented
  - ⇒To indent follow this step:
    - press Tab key once
- ❑ Do not skip lines between paragraphs

In addition to the guidelines above, remember to press the space bar **twice** after an end mark and **once** after all other punctuation.

**Ex.** Johnny, a boy in my class, follows all of the paragraphing guidelines. He never loses points for not meeting the criteria.

🧠 Whether or not you read this material, you are responsible for all of the guidelines on this handout. For the best results, keep these expectations with you at all times.