Your Name

Kaufman

English 12

Date (written day month year)

Title

 Start your essay.

Reminders:

Everything should be double spaced. Be sure to go to the **Paragraph** function and word and click



Font should be Times New Roman size12 and black ink.

The title should be one enter down from the top and centered. Then you enter down one more time, hit tab, and start writing the essay.

When you put the page number at the top, make sure you click page number from the header and footer toolbar, do not just type 1, or you will have a 1 at the top of each page.

BE SURE YOU HAVE A THESIS STATEMENT THAT ANSWERS YOUR RESEARCH QUESTIONS AND THAT YOU REFER BACK TO IT IN EACH PARAGRAPH!!!!