An important part of surviving in English 20 is your ability to follow simple instructions. There are a lot of reasons for our emphasis on paying attention to details in doing your work, but perhaps the most important is that effective problem-solving demands it. <This will be explained at greater length in class.>

The following set of instructions may be at odds with what most of you have been taught in previous classes. However, in order to be fair, I want to establish these guidelines as the ones all of you will be using in this course. <For subjects not covered in our handouts or lectures, please consult a writing handbook of your own selection. <Default text: Diana Hacker, Rules for Writers.>>

FORMAT

• All papers must be typed Use a word processor if you can.

• Do not use plastic covers or cover pages for these assignments.


• Use 12 pt. type and double space the text. Four spaces between paragraphs. Indenting is optional and not recommended.

• Put your name, date and section number on the upper right hand corner of the BACK of your last page. You do not have to type this.

• All papers should include a title that identifies your paper topic.

• If you number your pages, the first page is “special” and is left blank.

• All Blue papers must be a minimum of four to five complete pages. See the Student Paper samples on your CD.

TEXT

1. Your introductory paragraph should begin with your thesis statement <though it does not necessarily have to be the first sentence>. Your thesis must directly address the question. Underline your thesis statement. (Underlines may be by hand.)
2. You should give an outline of your basic arguments. Each argument should be stated in a separate sentence and underlined and each argument should be numbered and clearly support your thesis statement. (Underlines and numbering can be done by hand.)

3. All paragraphs should be composed of at least eight (8) 'significant' sentences. 'Significant' means each sentence should have important logical content.

4. The topic sentence of each paragraph should be at the beginning of the paragraph <though it does not necessarily have to be the first sentence>. In addition, it should follow the outline stated in your introduction. (Underline each topic sentence.)

NOTE: Two of the papers on your CD are formatted using following these guidelines: the paper on Erin Brockovich and the paper on “The Siege.”

**STYLE**

1. Your paper should be free of basic sentence boundary problems, e.g. comma splices, fragments and run-ons. <Remember that English 1A is a pre-requisite for English 20.>

2. All topics will require that your papers be written from the first person ('I') point of view. Do not shift points of view. Maintain your point of view throughout your argument.

3. You should not use references to printed sources or other materials not presented to the class as a whole without prior approval. Do not give formal annotations. They are not necessary for these assignments.

4. Do not use rhetorical questions <<???>> or exclamation points <<!!!>>.

5. Do not offer advice on how people should or should not lead their lives or provide us with words of spiritual or religious wisdom. <These kinds of remarks are never appropriate given your paper topics.> This rule is related to (2).
CONTENT

Although you will not have to make specific references to our CT/PW model, your grade will rest on how well you use these general models to analyze the relevant texts and produce a solution to the topic question.

The most important aspect of presenting an argument is your organization. And the most important feature of organization is matching your supporting arguments to your thesis.

In the same manner, your supporting evidence must match your individual arguments.

Make sure you keep these general considerations in mind as you are developing your paper. None of the topics have right or wrong answers. Rather, they are designed to give you an opportunity to exercise your general problem-solving and critical thinking skills.

In regards to sentence structure, keep your language simple and logically clear.

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