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| Immediately save | /5 | NOTE: Mr. Sovel will show you how to set your PAGE MARGINS up for this. They will have 1.75 inch margins on the left and the right. |
| Set line spacing at 1.5 lines | /5 | |
| Use Times at size 12 | /5 | |
| Left & right TAB justified | /10 | [Your Name] Period [your period] |
| TITLE – centered, bold and underlined | /15 | <u>First Graded Assignment</u> |
| Indent paragraph 1/4 inch | /5 | Hello. My name is [your name] and I am six years old. Today is going to be very exciting. I am going to purchase the first animals for my home zoo. I cannot wait. This is just so exciting. All of my neighbors are coming over to help me set everything up. This project has taken SO much planning and saving. |
| Highlight [so much], increase to size 16 font and make bold | /10 | |
| Indent paragraph 1/4 inch | /5 | For example, I had to save a lot of money. I did not know that animals could cost so much. Here is a partial list of my first purchases: Anteater.....\$42.15 Elephant 53.42 Zebra 17.89 Canary 156.90 |
| No indent for list | /5 | |
| Set up decimal TAB, with a dotted TAB leader | /10 | |
| Indent paragraph 1/4 inch | /5 | As you can see, this all my allowance for many weeks. I also needed to learn many new words. Here are some of my new vocabulary words: BAIT to put food in a trap or on a hook to lure animals or fish; to tempt; anything used as a lure. COMPATIBLE capable of living together or getting along well together. |
| Set Upper Indent marker at Ø; set Lower Indent marker at 1.0 inch. | /10 | |
| BONUS: forced line break | / | |
| Indent paragraph 1/4 inch | /5 | Well, this is all for now. I will keep you informed about how my zoo develops. I hope you liked my story. As you can tell, I have lots of energy and work very hard. I cannot wait until I am much more mature. You know – seven years old! |
| <u>Whole paper:</u> | /10 | |
| Spelling | | |
| Saved to doc. Folder | /10 | |
| Followed instructions | /10 | |
| /125 | | |