

[Student name]
[Class name]
[Instructor name]



This can be either on
the left or right side.



[Assignment Name (e.g. Final Project)]
[Date]

Title should be centred, capitalizaed
and the font size should be 12, the
same as the rest of your essay.



[Essay Title Capitalized, Centred and Not Underlined]

This is the first paragraph. In this essay, I will explain how to write an essay.

You need five paragraphs: an introduction, three support paragraphs and a conclusion.

The introduction must introduce your topic and your thesis in the thesis statement.

This is a statement of what your essay is about. For example, “In this essay, I will write about the key points of an academic essay. First, I will write about the introduction, then I will talk about the conclusion, and finally I will write about the formatting and how to make citations and references.”

First, write your name, class name,  teacher's

This is the thesis statement.

name and the date in the top left-hand corner. Second, write your essay title,

underlined, in the centre of the page (use the centering – called “alignment” – in the

“Home” menu of MS Word). Third, set the spacing (行間) to double-spaced (2.0).

Finally, hit the “Tab” key to make an indentation of at least 6 characters (the default tab is usually 5-6 characters which is just fine) and start writing.

The conclusion must repeat what you wrote in the introduction, especially the thesis statement. E.g. “In this essay, I wrote about the introduction, conclusion, formatting and how to make citations and references in an English academic essay. I hope that you now understand these matters better.” Do not put any new information in the conclusion.

To write your essay, you will use some resources, e.g. the textbook, or some other book in English or in Japanese, or a website or newspaper article, or even a movie. You must list all the resources you use in your essay. This list is called the bibliography or “works cited” or “References” and comes at the end, after your conclusion. MSWord has the function to create your bibliography for you. Please see the videos on the class blog for details. (Sheffner) (McMillen) (DesignPlus)

Bibliography (or “Works Cited”)

DesignPlus. “shiryobunken inyou bunken no sounyuu : "hajimete no Word muryou kouza37 shoshinsha no kata mo wakariyasui shokyuuhun! MOS shiken taisaku ni mo!” 27 September 2016. *YouTube*. 14 January 2018.

McMillen, Robert. “How to double space lines in Microsoft Word 2016.” 7 May 2015. *YouTube*. 14 January 2018. <https://youtu.be/zbv_c1IdYXw>.

Sheffner, Marc. “AS2: WEEK 13, JANUARY 5TH, 2018.” 5 January 2018. *Academic Skills and Writing Strategies*. 14 January 2018. <<http://sheffnersweb.net/blogs/classblogs/dwc/>>.