

Follow the format below for writing assignments for your Writing Portfolio.

Use A4 size paper. (Available in the Common Room or Room 222.)

The diagram illustrates the format for two pages of a writing assignment. It includes annotations for student information, assignment title, paragraph indentation, double spacing, and margins.

Page 1:

- Header:** Takeshi Nakamura, K200000, Professor Jones, Oral Communication, 10 July 2008. (Annotations: 1. Your name, 2. Student Number, 3. Teacher's name, 4. Course name, 5. Date)
- Page Number:** Nakamura 1. (Annotation: Your last name and the page number)
- Title:** Canada: The Land and the People. (Annotation: Your assignment's title, centered)
- Paragraph:** If you had to use two words to describe Canada, they might be large and diverse. Canada is the second largest country in the world. It has a total area of 9, 970, 610 square kilometres and is bordered by three oceans: the Pacific to the west, the Arctic to the north, and the Atlantic to the east. Across the country, Canadians experience many different landscapes from rolling plains and mountains to the cold tundra of the north. Geographically, Canada can
- Annotations:** Indent the first sentence of a paragraph (5 spaces); Double space your lines; Margin: 2.5 cm, top, bottom, left and right sides.

Page 2:

- Page Number:** Nakamura 2. (Annotation: Your last name and the page number)
- Paragraph:** be divided into five regions: the Pacific Region, the Prairie Provinces, Central Canada, the Atlantic Provinces and the North. The Pacific Region includes Canada's westernmost province, British Columbia. The region is know for its mild coastal climate, its forests, and its spectacular mountains, including the famous Rockies. The Rocky Mountains are the youngest and highest mountains in Canada. British Columbia is in the landform region called the Western Cordillera. ("Cordillera" means a system of mountain ranges). Between the mountain ranges are areas of high plateaus and deep trenches. Since the landscape is very rugged, most people live in the south and near the coast.
- Annotations:** Indent the first sentence of a paragraph (5 spaces); Margin: 2.5 cm, top, bottom, left and right sides; Double space your lines; Margin: 2.5 cm, top, bottom, left and right sides.