John Smith 6S—4 ***(your name, grade, teacher initial, dash-dash, your number, space)***

Ms. Doglio ***(your teacher)***

October 12, 2012 ***(date—write it out, use spaces and commas where needed)***

Personal Narrative ***(name of assignment)***

Personal Narrative Title

 This is an example of what your personal narrative should look like. It is in standard MLA format with one-inch margins. The tab key is used at the beginning of each paragraph. Most likely, you will use MLA format in Junior High, High School, and beyond.

 All text must be in standard form; use Times New Roman in a text size of twelve. Your header should be in the top left corner. It appears on the first page only.

Notice that the title above is the same text size as the rest of the document, and nothing special is done to it. All you need to do is center it and push enter.

 Make sure you always indent a new paragraph; use the tab key to do this. You do not need to skip any extra lines. The indent itself is enough to show the start of a new paragraph.

 Just as I have done above, single space your header, skip one line, type your title, skip one line, and then start your paper. Please double space your essay. If you highlight your work and push Control 2, your work will double space.

 Please use just one space after sentences, not two. There are conflicting opinions about this, but I prefer and expect just one.

 The page number should appear in the header half an inch down, and include your last name, as you see it on this document. Be sure to put a space after your name.

 Once your paper is typed, you should read through it slowly ***at least*** five times to make sure you have capitals, periods, commas, and spelling correct. While you are re-reading it slowly, you can decide if your sentences make sense, or if you need to clarify. You can also add adjectives, adverbs, and other words to improve the quality and clarity of your essay. Then, you can ask a friend to check your work. When you get home, ask your parents/grandparents if they have any suggestions to improve your story or the quality of your work. Remember, any numbers you type need to be in word form, for example, type ***three***—not ***3***. You may type and print your essay at home, but you will be given time to work on it and print it at school, in English and in Computer Class, as well as in Study Hall.

 Fifth grade personal narratives should be at least one type-written page long; sixth graders should write at least 1½ to two pages. There has to be at least three paragraphs: a beginning, middle, and end. But remember, you most likely will have more than one paragraph in your middle. Whenever you change locations, activities, or speakers, start a new paragraph.

 Tell about **one event or day only**; do not try to tell about your whole summer, or a week-long vacation. Tell the event in the order that it happened. We discussed this in class. Do not start or end your essay with a question. You may not use the phrase, “In conclusion . . . “

 I look forward to reading about an important event in your life, and learning more about you. Happy editing and writing!