



Step 1 - Handwriting Format

This standard handwriting format will make your writing easy to read. You may need to use a ruler to get the margins in the right places as the printed measures on some B5 loose-leaf paper are not good for English writing. Study the position of everything carefully.

Put the words below in the spaces.

double space date right margin indent end line title name left margin

_____ in the center between the margins

_____ left side

_____ right side

_____ 1.5 cm

_____ for classwork

_____ 2.5 cm from the edge of the paper

_____ 1 cm from the edge of the paper

Keep writing until you get to the _____ of the _____. If the next word is too big, go to the next line.

Date _____ No. _____

Miki Suzuki 31 May 2010

My Day

My days are so busy, I don't have time to think. I get up at six o'clock every morning to get to school on time. I have five classes everyday, and my last class finishes at six-thirty. After that, I go to work at a coffee shop. When I get home at twelve o'clock, I take a bath and go to bed. The next day, it all begins again. I really need a break.