

First Name Last Name

Period _____

Honors English (9 or 10)

Title (if needed)

Indent the paragraphs. Make sure to check your spelling and grammar to be sure that it is correct. Remember the following:

- Layout: 1” margins
- Times New Roman, 12 pt. font
- Spacing should be 1.5 or 2.
- Save to your One Drive on Office 365.
- Click “Share” and type in Geiger until you can select Ms. Geiger’s e-mail icon.