



## Homework #9

- Open a new, blank document and save it as “**MLA\_Essay.docx**.” Create an “essay” in MLA format as we discussed in class. The body of your essay should be at least three paragraphs. By way of reminder, instructions for MLA formatting are provided on the subsequent pages. We will call our class, “Computer Applications 101.” If you already have an essay that you have written or if you are currently writing an essay or speech, feel free to use that. Just be sure to format it appropriately for this class. If you do not have an essay, you can make your “essay” very simple, but do not make it nonsensical (use real words and real sentences – you could tell the story of the Big, Bad Wolf or describe how you spent your summer, etc.).
- Include two footnotes in your essay. Make your footnotes appear to be real, but they do not need to refer to an actual piece of work.
- For your Works Cited page, use at least three different types of media – a book, a magazine or newspaper article, and a web page. You do not need to actually cite these works in your essay, but you do need to refer to real sources (choose any real book, newspaper/magazine, and web page, even if it is unrelated to your “essay”). The point of this homework is to practice formatting your work and correctly citing your sources. Using real sources will give you practice finding the correct information to include.
- Save and close the document.
- Create a new document and give it the title, “**Business\_Letter.docx**”. In this document, write a “real” business letter (you will not need to send it, but make it appropriate such that you *could*), using Block Format. This could be a letter making a product suggestion, a polite complaint, or whatever you wish. Your wording must be respectful and professional. The company name and address do not need to be real, but make them look real. (If you need to refer back to the information regarding Block Formatting, this site is a great resource: [http://owl.english.purdue.edu/owl/resource/653/01/.](http://owl.english.purdue.edu/owl/resource/653/01/))
- Create an envelope with your own (real) name and return address. Use the same name and business address used in your letter as the “To” address and add it to your document.
- Save and close the document.
- After you have completed the assignment, e-mail your entire homework assignment (attach **MLA\_Essay.docx** and **Business\_Letter.docx**) to: homework@wanvigs.net no later than 10:00 am next Tuesday. Put “Homework #9” and your first name in the subject line.

## MLA Formatting<sup>i</sup>

- Set page margins to 1" on all sides.
- Add automatic page numbers at the top, right corner of the page (Plain #3) with your last name and a space before the page number (do this by editing the header).
- Use an easily-legible 12 pt. font (Times Roman is often recommended).
- Format the paragraphs to be double-spaced with no extra space before or after the paragraphs. Indent the first line by 0.5".
- The first five lines (with student's name, teacher's name, class, date, and title) are also double-spaced, but the first line should not be indented.
- The first line should be your (the student's) first and last name (aligned to the left margin).
- The second line is the teacher or professor's name.
- The third line is the course name (and number, if it's a college course).
- The fourth line is the date in the format day-month-year (e.g.: 21-October-2011).
- The fifth line is the title. The title should be centered. Do not add extra space before or after the title. Do not change the font size or style.
- The next line begins your essay. Type your essay, only using the "Enter" key at the end of each paragraph.
- Use only one space after punctuation marks.
- After your essay is finished, begin a new page, and use the title, "Works Cited". Again, do not change the font size or style. Be sure to capitalize both "Works" and "Cited" (it is the title of this page).
- Your Works Cited entries should be alphabetized by the first word (highlight all of the entries, and use the "A-Z Sort by paragraph." The entries on this page should have a hanging indentation of 0.5".

### How for format your Works Cited entries

#### **Book or printed material:**

Lastname, Firstname. *Title of Book*. Place of Publication: Publisher, Year of Publication. Medium of Publication. (If there are two authors, use Lastname, Firstname for the first author followed by "and" and then Firstname Lastname of the second author.

#### **Examples:**

AGI Training Team. *Microsoft Office 2010 Digital Classroom*. Indianapolis: Wiley Publishing, Inc., 2011. Print.

Colson, Charles and Nancy Pearcey. *How Now Shall We Live?* Wheaton: Tyndale House Publishers, Inc. 1999. Print.

#### **Magazine or Newspaper Article:**

Author(s). "Title of Article." *Title of Periodical* Day Month Year: pages. Medium of publication.

**Example:**

White, Tom. "Songs in the Night." *The Voice of the Martyrs* October 2011: 3-7. Print.

**Basic Style for Citations of Electronic Sources (Including Online Databases)**

Here are some common features you should try and find before citing electronic sources in MLA style. Not every Web page will provide all of the following information. However, collect as much of the following information as possible both for your citations and for your research notes:

- Author and/or editor names (if available)
- Article name in quotation marks (if applicable)
- Title of the Website, project, or book in italics. (Remember that some Print publications have Web publications with slightly different names. They may, for example, include the additional information or otherwise modified information, like domain names [e.g. .com or .net].)
- Any version numbers available, including revisions, posting dates, volumes, or issue numbers.
- Publisher information, including the publisher name and publishing date.
- Take note of any page numbers (if available).
- Medium of publication (Web).
- Date you accessed the material.
- URL (if required, or for your own personal reference).

If you need additional information and/or examples, I would highly recommend Purdue University's, On-line Writing Lab (<http://owl.english.purdue.edu/owl/resource/747/01/>). This is a great resource to keep for future use!

If you would like to print a copy of MLA formatting guidelines for future reference, you can find a printable version here: <http://owl.english.purdue.edu/owl/owlprint/747/>.

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<sup>i</sup> Source: *The Purdue OWL Family of Sites*. The Writing Lab and OWL at Purdue and Purdue U, 2008. Web. 5 Oct. 2011.