student essay check list 2024-2025 fall semester [revised: 2024/10/17]

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1. Formatting errors:

1.1. Double-check if the essay is in accordance with the following formatting specifications.

1.1.1. Use default font of Times New Roman or Century.

1.1.2. Write in information in the first line of the main text.
03-NN-2024-MM-DD-essay / XX-NN-2024-MM-DD-rev1 / XX-NN-2024-MM-DD-rev2
NN is for your roaster number   MM for months DD for date

1.1.3. Title should be in 12 or 14 points and should be centered. センタリング

1.1.4. Author should be in 10.5 point and right-justified. 右揃え

1.1.5. The main text should be in 10.5 point and full-justified. 両端そろえ。

1.2. English essays usually consists of multiple paragraphs.

1.3. One paragraph often consists of three to ten sentences.

1.4. When using MicrosoftWord

1.4.1. Place five blank spaces at the beginning of your paragraphs. (How many depends on the styles and formatting requirements.)

1.4.2. Do not hit [Enter] within a paragraph. Let Word do the work.

1.4.3. Place one blank space between words.

1.4.4. Place on blank space between sentences for this class. [This also depents.]

1.4.5. Punctuation marks such as comma or period should follow preceding words without blank spaces. Place a blank space after punctuation marks if necessary.

1.4.6. Hit [Enter] at the end of a paragraph.

2. Comment on the content of the essay.

2.1. Double-check if the essay is readable.

2.1.1. If some part is not clear, insert a commenton that.

2.1.2. If some part does not well with another part, write a comment.

2.1.3. If you do not agree, write a comment.

2.2. Something like the following gmight help:

2.2.1. *What is your definition of ***.*

2.2.2. *Specifically, what do you mean by ***.*

2.2.3. *Is this relevant to your argument/discussion?*

2.2.4. *So what?*

2.3. Write an encouraging comments: like

2.3.1. *This makes sense!*

2.3.2. *Great!*

2.3.3. *You are a genius!*