Your name

Single spaced! Highlight the text, right click the highlighted area, go to paragraph, find the line spacing box, click on it and hit single space, hit okay and you have single spaced text! Same thing can be done for double spaced body paragraphs.

Double click the very top of the page, then find insert tab, click page number then top of page and select the option to put it all the way to the right. Finally, add your last name and be sure to make it 12 pt, Times New Roman font.

Ms. Berti

English 9

14 February 2014

Project Proposal Example

 Your project proposal should be size 12, Times New Roman font and in MLA format meaning doubled-spaced body paragraphs, a header at the top page with your last name and page number, and copying the name and date exactly as it is on this paper. The title of your paper is centered and could be anything you like as long as it is NOT bold, italic, underlined, or in all capital letters. It should be the exact same size as the rest of your font.

 Now, the paper should first begin by introducing your book. What is it about? What type of book is it such as fiction or non-fiction? Is it a specific genre such as science fiction, romance, drama, historical, fantasy, and much more? Why do you want to read this book? You can talk about how you like that specific genre or if it was recommended to you by a friend, teacher, or family member.

 The last thing you should do is talk about your final project. What project do you plan on doing and why do you like that project? Or you can talk about a project that you would like to do that was not an option. This is your opportunity to try to talk Ms. Berti into allowing you to do the final project that you want to do. Be sure that when you are describing it you are specific as possible and explain to Ms. Berti what work and effort you will need to make to put it together. If it is a poster, do NOT ask her if you can do that for your final project. This line is considered one page! You ARE done if your paper is here. ☺