[Essay Assignment Name]

[Student Name]

[Version ]

“[**Essay Title]**”

The essay should be formatted in this way. The font should be “Times New Roman” and the font size should be set to ’12.’ You essay should have your name, the class name, the assignment title, and the date in the upper right-hand corner. If you wish to have a title it should be centered two lines below the date and the text should begin two lines below that. You may place your title in bold print if you like.

Each paragraph should be indented as this one is. Do not use underlining or italics for your topic sentences and subtopics. DON’T do like this:

*In the first place, people enjoy the companionship of cats.* Many cats are affectionate. They will snuggle up and ask to be petted, or scratched under the chin. Who can resist a purring cat? If they're not feeling affectionate, cats are generally quite playful. They love to chase balls and feathers, or just about anything dangling from a string. They especially enjoy playing when their owners are participating in the game. Contrary to popular opinion, cats can be trained. Using rewards and punishments, just like with a dog, a cat can be trained to avoid unwanted behavior or perform tricks. Cats will even fetch!

*In the second place, cats are civilized members of the household.* Unlike dogs, cats do not bark or make other loud noises. Most cats don't even meow very often. They generally lead a quiet existence. Cats also don't often have "accidents." Mother cats train their kittens to use the litter box, and most cats will use it without fail from that time on. Even stray cats usually understand the concept when shown the box and will use it regularly. Cats do have claws, and owners must make provision for this.