Paragraph Formats

**Directions:**

1. Open a new word processing document.
2. Set your margins to be 1 inch all around.
3. Key your heading in the header.
4. Key the following paragraphs using the formatting indicated below. Label each paragraph format that you key (Example: Block Style).
5. Proofread your work.

**Key the following paragraphs using block style.**

1. It is very important to be a responsible student. Responsibility is being dependable and carrying out your obligations and duties, like taking out the trash, walking your dog, and washing the dishes everyday. When you are responsible, people know that they can depend on you.
2. Staying organized has made middle school a lot easier for me. When my things are organized, I can find them easily, which saves me a lot of time. I am able to stay on task and I am less likely to procrastinate. I keep my workstation organized, and when I work on the computer, I organize all of my files into folders, one for each of my classes.

**Key the following paragraphs using the indented paragraph format.**

1. Courage is having the determination to do the right thing even when others don’t. It is having the strength to follow your conscience rather than the crowd, and attempting difficult things that are worthwhile.
2. Perseverance is when you exhibit patience and try again when confronted with delays, mistakes, or failures. This is a very important trait to demonstrate because no one likes a quitter. Who knows, if you keep trying, you just might reach your goal!

**Key the following paragraphs using the hanging indent format.**

1. Character, Ed. *Demonstrating Character in School and in the Workplace*. North Carolina: Character Press, 2000.
2. Begood, Johnny and Student, Imagood. *Productivity and Me: How Demonstrating Effective Habits Affect Me and My Schoolwork.* North Carolina: Productivity Press, 2005.
3. Coolkid, One. (2006). *Cool Kids and How They Demonstrate Character*. Character University. Retrieved January 2, 2006 from the World Wide Web: http://www.coolcharacterkids.org.