John Smith ***(your name)***

Mrs. Jordan ***(your teacher)***

15 December 2015 ***(date—write it out, use spaces and commas where needed)***

Narrative ***(name of assignment)***

Narrative Title

 This is an example of what your personal narrative should look like. It is in standard MLA format with one-inch margins. The **tab key** is used at the beginning of each paragraph. Most likely, you will use MLA format in high school and beyond.

 All text must be in standard form; use **Times New Roman** in a **text size** **of twelve (12)**. Your header should be in the top left corner. It appears on the first page only.

Notice that the title above is the same text size as the rest of the document, and nothing special is done to it. All you need to do is center it and push enter.

 Make sure you always indent a new paragraph; use the tab key to do this. You do not need to skip any extra lines. The indent itself is enough to show the start of a new paragraph. When writing **dialogue**, **indent each time the speaker changes**. For example:

 “Ready, children? She glanced at her watch.

 “Yes!” said everyone.

 “Are we all here?”

 “Yes!”

 Just as I have done above, single space your header, skip one line, type your title, skip one line, and then start your paper. Please **double space your essay**. If you highlight your work and push Control 2, your work will double space.