



Directed Learning Activity

Topic: MLA Format

Course: English B

STUDENT LEARNING OUTCOME (SLO): Paragraphs should be typed, double spaced, and follow MLA style for indentation, heading, title, and font.

DLA OBJECTIVE/PURPOSE: Student will be able to correctly format a document in MLA style, including the following features: 1” margins, 12-point Times New Roman font, running header, heading, title, paragraph indentation.

TIME NEEDED TO COMPLETE: 25-40 minutes (You’ll need to complete the independent activity IN THE WRITING CENTER, so be sure you’ve allotted enough time to do so.)

INSTRUCTIONS: Get DLA handout, look over directions, go to a work station (computer, desk) to complete the independent activity, and then sign up with a tutor to review the activity.

INDEPENDENT ACTIVITY (20-30 minutes):

- A. Look over the attached handout on **MLA Format**. Notice the various elements that you need to include.
- B. Go to a computer station. Click on one of the links below to view a video or website showing how to format a document in MLA style using MS Word 2007, MS Word 2010, or Word on MAC. **NOTE: Most ECC computers are PCs that use MS Word 2007.**

[You Tube Video on MLA Formatting \(Word on MAC\)](#)



[You Tube Video on MLA Formatting \(MS Word 2010\)](#)

[PDF with Screenshots on MLA Formatting \(MS Word 2007\)](#)

- C. Practice using what you’ve learned by completing the attached **MLA Exercise** on a computer.

REVIEW WITH TUTOR: (5-10 minutes)

1. Show your formatted document to the tutor. With assistance from the tutor, identify and correct any elements of MLA formatting that might still be giving you problems.
2. If you’re working on an essay of your own, put it in MLA format and have the tutor look it over.

Student Name _____

Date _____ Tutor Signature _____

IMPORTANT NOTE: You must complete all of the items in the Independent Activity portion of this DLA before meeting with a tutor for the Review. If your instructor wants evidence of this completed DLA, return this form to him or her with the tutor's signature included.

John Smith

Professor Jones

English B 2354

14 November 2011

Writing with a Computer

A computer can help you get more out of your writing with less effort. If you run out of time, you can save what you've written and call it right back up when you're ready to write again. You can reorganize an essay without having to recopy it just by moving sentences around. If you get a good idea but you aren't ready to use it, you can save it at the end of your document to use later. You can transfer an idea from your prewriting right into your essay. If spelling is a problem for you, the computer can let you know if a word is misspelled and give suggestions for the correct spelling. If you save a writing assignment at each stage of prewriting, drafting, revising and editing, a computer can show you your own writing process at work. A computer can even make your finished essay look great!

INSTRUCTIONS FOR FORMATTING A PAPER USING MLA STYLE

1. **Margins, Spacing, Font:** Before you begin typing your paper, set the font, margins and spacing. Use 12-point Times New Roman font, 1" margins, and double spacing.
2. **Running Header:** Your name and the page number will go in a running header at the top right corner of the page. A header is text at the top of your paper that will automatically appear on each page. You'll need to align the header with the right margin and type in your last name followed by a space. Insert the page number from a pull-down menu rather than typing it in so that the correct number appears automatically on each page. (You can add the header before or after you type your paper.)
3. **Heading:** Place your name, your teacher's name, your class, and the date (day first followed by month and year).
4. **Title:** Space down and type your title. Center the title.
5. **Body:** Space down below your title and begin typing your essay. Indent each paragraph with a tab.



If you find your computer is skipping an additional line between paragraphs or between items in your paper, disable this Paragraph Spacing option.

MLA EXERCISE

Instructions: Put the following one-paragraph essay into MLA format. You don't need to retype the essay. If you're accessing this DLA online, you can cut and paste the essay into a new Word document, but you'll need to eliminate unnecessary words, change the font and formatting, and add a running header with the page number. If not, just open a new Word document and type in the header, heading, title, and the first three lines of the paragraph.

Title: A Most Embarrassing Moment

Author: Maria Smith

Course: English B 6014

Instructor: Professor Jones

Due Date: March 7, 2012

Essay Body:

I'll never forget the time I received my first traffic ticket. It happened on Christmas Eve at the busiest time of day. My mother, sister, and two sons were riding in my dark blue Dodge Caravan with me, and we were on our way to the Del Amo Mall, which is on the other side of town from my house. Mother was afraid we wouldn't reach Sears before it closed, and my sons wanted to have a gift wrapped. In a panic, I wondered how I was going to manage all of this. To add to my problems, the traffic was terrible. Cars of all shapes and sizes seemed to be intentionally blocking my progress. I kept thinking to myself, "This car has to go faster," while I mashed the accelerator toward the floor. I watched the speedometer zip to fifty-five miles per hour in a twenty-five mile zone. "So what," I thought. "I'm almost at the mall." Little did I know, however, that the Torrance police were waiting just around the corner for me. Their radar device had caught me speeding; my brief career as a race car driver was at an abrupt end. Embarrassed and angry at myself, I sat fuming in the police car for forty minutes as an officer wrote up a very expensive ticket. Afterwards it was too late to complete any of my errands, and I had to face four frowning passengers, who expressed negative opinions about my driving for a long time afterwards. Needless to say, that pale blue ticket will forever hold a spot in my memory.