

## GUIDELINES FOR COMPOSITIONS

Writing is a very important component of Foreign Language Instruction. For this reason, it is essential that you experience writing in the target language as soon as possible, beginning with small paragraphs and moving to more complex forms of expression.

You will write two formal compositions during the semester. They should be approximately ½ a page for 1010 and 1020, 1 page for 2040 and 2050. You are encouraged to use vocabulary from the textbook. You are required to provide a glossary (definition, part of speech, etc.) for words used in your composition that are NOT found in your textbook. Please limit use to no more than 4-5 per composition.

The compositions MUST be typed and double-spaced (font size: 12, font type: Times New Roman, or Arial, standard margins). The *Atajo* program (available on the FLLC computers) could be an excellent tool to write your compositions and improve your writing skills. Information regarding the topics and due dates will be provided by your instructor. Handwritten or single-spaced compositions will **not** be accepted.

Type your name on the top left corner and SPAN (ex: 1010.004) on the right (same line) Include an original title that matches your composition. Center title, and remember that only the first word needs to be capitalized (unless you have a proper noun). Do not underline, bold, or italicize the title. Do not put “” marks in it. Include an introduction, the body, and a conclusion. Divide information in paragraphs. Even if it is an elementary level composition, it should have all required parts.

Turn in your composition on time at the beginning of the class period. If you need to be absent (unexcused) on the due date, you can e-mail it to your instructor –use a program that is compatible with our computers (Microsoft Word). Your instructor will print it and grade it providing he/she receives it within your class period time. It is your responsibility to do all you can to provide your instructor with a printable document. If you have an excused absence due to a UNT sponsored activity, make arrangements with your instructor to turn it in *before* you leave. If you have an excused absence, bring the documentation and your composition on the first day you return to class.