

Digital Publication of Opinion Essays

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Understanding Professional Digital Formatting

Name: _____

Date: _____

Read each question carefully and answer to the best of your ability.

1. What are two key techniques you learned about digital formatting today?

2. Why is professionalism important in writing?

- A. It makes the writing look nice
- B. It helps the reader understand
- C. Both are correct

3. Good formatting does not affect readability.

- True False

4. An apt answer brings ____ to the person receiving it.

5. How can good formatting help communicate our ideas effectively?

6. What is one benefit of using clear headings in a document?

- A. They make the document longer
- B. They help organize the information
- C. They make it harder to read

7. Neat presentation shows respect for the reader.

- True False

8. The memory verse we learned is from ____ 15:23.

9. What is one thing you should avoid when formatting a digital essay?

- A. Using different fonts
- B. Keeping consistent margins
- C. Double spacing

10. What was one activity you did to practice your typing skills today?

Answer Key

1. I learned about using 12-point font and double spacing for my essays. 2. Both are correct 3. False 4. joy 5. Good formatting makes it easier to read and understand the ideas presented in the essay. 6. They help organize the information 7. True 8. Proverbs 9. Using different fonts 10. I typed my handwritten opinion essay into a digital format, focusing on neat presentation.