

FORMATTING OF MODULE ASSIGNMENTS:

DO include all module questions and assignments throughout the semester within a single Word document.

For the delivery of each Module, **DO** copy only the questions and your responses for each Module as due and paste them into an email to the Module Assignment Drop folder.

Do **NOT** attach files (Attached files are reserved for final reports, exams and explicitly when told to do so)

DO name your submission "LastName - Module xx"

DO restate the questions in your response. As the semester moves forward you will want to recall what the questions were so they must be copied as part of your submission.

Do **NOT** do any bold or italic formatting or colored text.

Do **NOT** use anything but single spacing.

Do **NOT** indent any lines or paragraphs in your responses.

Do **NOT** leave blank lines between the question and your response.

Whether your response is long, do not leave blank lines between paragraphs but just go to a next left justified line.