

# SAMPLE FORMAL ESSAY

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Page numbers are placed in the upper right corner of every page. This is done by going to "Insert," "Page Number," "Top of Page," and then selecting "Plain Number 3."

The title page includes the title of the assignment in **bold font**, the student's name, the name of the university, the course name, the instructor's name, and the date the assignment is due. There is an extra double space after the title of the paper.



## **Three Keys to Success**

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LSS 1300: Learning Strategies for Success

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### **Paper Format**

- ✓ 1 inch margins
- ✓ Double spacing
- ✓ Paragraphs indented .5 inch (usually default Tab)

#### **Suggested fonts:**

- ✓ Sans serif fonts such as 11 pt. Calibri and Arial, or 10 pt. Lucida Sans Unicode
- ✓ Serif fonts such as 12 pt. Times New Roman, 11 pt. Georgia, or 10 pt. Computer Modern. This example paper is written in Times New Roman, size 12. **The same font and font size should be used throughout the entire paper.**
- ✓ This [Formatting Formal Assignments](#) tutorial will help you format your paper
- ✓ The [CSU Citation Guide](#) will also help with paper format and APA

### Three Keys to Success

The title at the top of this page needs to be the same as the title on the title page. It is bold.

Being successful in the classroom and the working world requires more than just pure luck. Those who achieve success tend to understand that they must work hard, and they often excel at incorporating various skills into their daily routines. Three skills that are essential for ensuring success include organization, time management, and communication, and these are abilities that most people can learn and master.

Organization is a skill that enhances efficiency. Being organized helps individuals maintain order in their lives and allows them to focus on tasks instead of being distracted by chaos. Being organized can also improve productivity. Having an area that is clear of clutter and where necessary items are conveniently placed improves study time because everything is easily accessible, and this allows the individual to focus on the task at hand. A messy or cluttered work space not only makes it difficult to focus, but it can also be stressful. To help eliminate stress, Scott (2019) recommends that individuals organize their physical space. She also suggests that being proactive about anticipating stressors can help one be prepared to preemptively manage them before they occur. That may mean spending a few hours tidying up a work area, making a to-do list, or ensuring that children are fed and entertained before studying to ensure that the study time will be productive. In addition to being organized, success also depends on one's ability to effectively manage his or her time.

This is a transition sentence. It tells the reader what the next topic is.

Time management is the practice of intentionally assigning time to various tasks (Mind Tools, n.d.). Using time wisely allows individuals to accomplish their goals promptly, which can be vital if characters are busy. After the task has been completed. Procrastinating until the last minute can lead to errors and the need for necessary revisions, which can lead to subpar work and lower grades, and it can also create unnecessary stress and anxiety. Procrastination is

When paraphrasing information, in-text citations will include the author's name and the year the source was published.

not the only time stealer, however. Staying busy with non-essential tasks can make an individual less productive as well. Tourangbam (2011) notes that “Nothing is easier than being busy, and few things are more difficult than being efficient and effective” (p. 2). It is important to use time wisely and effectively. Prioritizing tasks and scheduling events allow individuals to maximize productivity (Hamilton, 2013). When time is managed properly, the most important tasks get completed first, which leaves room for unexpected occurrences like technological issues and unscheduled meetings. Effective time management is a constantly evolving skill that requires discipline and, at times, self-denial, because one must decide to forgo his or her desires to do what needs to be done to ensure success. Time management is undoubtedly a very important aspect of success, but success also depends on one’s ability to communicate well.

Direct quotations include the author’s name, year of publication, and **page or paragraph number.**

Communication involves conveying information in a clear and concise manner, and it is important for people to communicate clearly whether they are presenting information verbally or writing a research paper. Some of the various methods used to communicate in the modern age include telephone conversations, email, and chat messaging (Hamilton, 2013). Phone conversations must be professional, and it is important to be mindful of the tone of voice used when communicating on the telephone. Ellis (2009) notes that since body language is non-existent in phone conversations, first impressions are based on the pace of speech and the warmth and tone of the voice. Written communication is also void of visual cues, so proper etiquette must be used when communicating online or through email (Hamilton, 2013). Additionally, written communication must be clear and grammatically correct so that others can understand what is being communicated. The ability to clearly transmit key thoughts and ideas to others is imperative.

Although there are many skills that contribute to success, three that have proven to be essential for success in educational endeavors, the professional world, and everyday life are organization, time management, and communication. Individuals who can master these skills will have a set of competencies and abilities they can use throughout their lives to help them achieve their goals and become successful.



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## References

The word "References" is bold and is centered at the top of the reference page.

Ellis, R. (2009). *Communication skills: Stepladders to success for the professional* (2<sup>nd</sup> ed.).

Intellect Limited.

Mind Tools. (n.d.). *What is time management?*

[https://www.mindtools.com/pages/article/newHTE\\_00.htm](https://www.mindtools.com/pages/article/newHTE_00.htm)

Scott, E. (2019). *How to get organized to manage stress*. Very Well Minded.

<https://www.verywellmind.com/tips-on-getting-organized-3145158>

Tourangbam, D. K. (2011). *Time management*. Vij Books Private Limited.

This is an example of a reference list. This list is arranged alphabetically by author name. All in-text citations must have a corresponding entry on the reference page.

Note: An essay that will be copied and pasted into Blackboard will include the references below the essay; however, essays that will be uploaded as a Word document will have a separate reference page like the one shown here.

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