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**Directions: Complete the table and answer the questions below.**

*You may**use the Paragraph Formats notes if you want to.*

1. Fill in the following table.

|  |  |
| --- | --- |
| **Paragraph Formats** | |
| **Format** | **Which line(s) is indented?** |
|  |  |
|  |  |
|  |  |

1. Billy’s teacher has asked him to type a report about Asian food. Which paragraph format should he use?
2. Billy needs to type a bibliography/reference page for the report that he just typed. Which paragraph format should he use?
3. Julie needs to type a letter to request information about her favorite college. Which paragraph format should she use?
4. Alex’s teacher has asked him to key his paragraphs in block style. Which line(s) should he indent?
5. Joan is citing the references that she used to create her social studies report. Which line(s) should she indent?
6. What operational **key** is used to format paragraphs in **indented** format?
7. The first line of each of the paragraphs in Rebecca’s report is indented. What paragraph format has she used?
8. What are two terms to describe text that is aligned with the left margin?