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summary/response essay may, at first, seem like a simplistic exercise for a college course, but the truth is that most academic writing requires us to successfully accomplish at least two tasks: summarizing what others have said and presenting what you have to say. Because of this, summarizing and responding are core skills that every writer must possess. Being able to write an effective summary helps us make sense of what others have to say about a topic and how they choose to say it. As writers, we all need to make an effort to recognize, understand, and consider various perspectives about different issues. One way to do this is to accurately summarize what someone else has written, but accomplishing this requires us to first be active and engaged readers. Along with the other methods covered in the Reading Critically chapter, writing a good summary requires taking good notes about the text. Your notes should include factual information from the text, but your notes might also capture your reactions to the text. These reactions can help you build a thoughtful and in-depth response. Responding to a text is a crucial part of entering into an academic conversation. An effective summary proves you understand the text; your response allows you to draw on your own experiences and prior knowledge so that you can talk back to the text. As you read, make notes, and summarize a text, you'll undoubtedly have immediate reactions. Perhaps you agree with almost everything or find yourself frustrated by what you're reading. You might also have questions about the text. These reactions are important because they help you to think critically about the text. You might also have questions about the text. These reactions are important because they help you to think critically about the text. You might also have questions about the text. These reactions are important because they help you to think critically about the text.

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Page 15Writing college papers and essays often requires students to follow the MLA (Modern Language Association) style. Therefore, students must learn how to format an essay in MLA. The MLA essay format is mostly used in humanities and the language arts.Writers who correctly follow MLA guidelines also establish credibility by committing to their sources. Most importantly, following MLA guidelines protect writers from allegations of plagiarism. Heres an informational guide on how to write an essay following the MLA guidelines.General MLA Formatting for TextsThe MLA Handbook offers instructions for preparing academic papers and making MLA citations. Generally, any type of MLA-formatted work will abide by these five formatting guidelines:Times New Roman font style with 12 pointSet 1 page margins on all sidesUse title case capitalization for headingsNew paragraphs should be indented half-inch from the left margin.Double-line spacing throughout the essayPhoto by Christin Hume on UnsplashHow to Format an Essay in MLA StyleThe Modern Language Association (MLA) is an institution that created the MLA format. It was developed for academics, students, and researchers in the domains of language and literature to structure their papers and assignments uniformly. This consistent approach to writing a paper, essay, or assignment makes it simple and easy to read. Here are the guidelines on how to format an essay in MLA style:Header and Title FormattingFrom headers to cover pages, it's crucial to have the information right to improve the readability of your document. Also, providing precise information shields you from plagiarism penalties.In MLA format, the header must be aligned in the upper left corner of the first page. It includes the following information in the given order:Your full nameYour professors or supervisors nameCourse name or numberAssignment due dateWrite your essays or papers title below the MLA header. Center the title of your essay and make sure to use title-case capitalization. If you have multiple sections within your essay, use numbered headings to separate them. For instance, an essay with three sections should be numbered like 1. Section One, 2. Section Two, and so forth.Running Head FormattingYou must include your last name and the page number at the top right-hand corner of each page, starting with the first page. This is known as the running header, which should be included on all pages of the paper. To set up the MLA running head in your Word or Google Docs document, follow these instructions:Double-click on a pages headerWrite your last nameChoose automatic page numberingRight-align the contentWorks Cited Page FormattingA Works Cited page is used in MLA formatting in place of a Bibliography or References page. The Works Cited list is usually included on a separate page at the end of your essay or paper. You alphabetically list all the references used in your essay. Dont use sources that werent cited in the paper.At the top of the page, center the title Works Cited. Then, insert your MLA citations by giving one-line spacing after the title.For references longer than one line, you must indent each additional line by half inches after the first line. Like the rest of the text, make sure each entry is double-spaced.Headings and SubheadingsAlthough headings and subheadings are not always mandatory, they can help structure and organize your essay, especially in lengthier papers. There arent many formatting rules for heading in MLA. Here are a few header requirements that you can follow:Write in title case capitalizationShould be left-alignedIt must not end in a periodWe advise capitalizing the title and using the same font size and style as the body text. Italics are appropriate for subordinate headings, whereas boldface often denotes higher significance.ConclusionThe MLA format can seem somewhat overwhelming for some people, but it becomes simpler when you know the proper rules. It is one of the most commonly used formats for academic papers because it simplifies what makes a paper seem cohesive.MLA standardizes a lot of formatting and writing conventions. If you're ever confused about how to format an essay in MLA, just refer back to this article for a quick understanding.

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