The use of 原稿用紙（げんこうようし）

Until you get used to writing Japanese sentences both vertically and horizontally, it is advisable to use a special kind of paper called 原稿用紙（げんこうようし）, a page of which normally consists of 400 small boxes (20 boxes by 20 boxes). It is good to learn to write sentences and paragraphs using this type of paper because you will thereby learn some conventions of Japanese writing and how to balance letter sizes.

There are certain rules for using 原稿用紙（げんこうようし）you must learn. See the following:

• First line -- leave three or four blank boxes, then add the title of the writing between quotation marks, 「 for beginning and 」 for ending when writing horizontally.

• Second line -- write your name by leaving one blank box at the bottom

• Third line -- begin a new paragraph by leaving the first box blank. Every new paragraph begins in a new line by leaving one box blank.

• Do not leave any box blank until the end of a paragraph.

• Each period, comma, quotation mark, small letter, and small つ occupies its own individual box.

• Punctuation is written at the upper right corner of the box.

• The direction of a comma is the opposite of the English comma, which is written ",," while a Japanese comma written vertically is "、「"

• Small letters are written in the right half of a box.

• A new line may not begin with punctuation. So, if the last word of a sentence or a clause happens to be in the last box of a line, write a period or a comma just below the bottom box of that line.

See the example in the next page.
作文を書く力

今学期の1年生の作文クラスでは作文を増やすために

少しと勉強に力を入れた。作文はおもしろいし楽しいけど

自分の作文を自分で読むのが苦手だ。読み上げる時

作文を書く力が不足している。必要以上に頭を悩ませる

作文を書く時には気をつけて、 palabraに注意が

必要だと思う。