

## 原稿用紙 (げんこうようし)

It's a type of paper used in all manuscripts of writing in Japanese. Vertical writing usually starts from right to left and top to bottom like the example below:

The subheading has 1 empty line before and after. It starts from the 3<sup>rd</sup> square of a new line. If there are no subheadings, just start the next paragraph in a new line after the previous one.

When writing from top to bottom, the elongation mark should also be written from top to bottom in the middle of the square.



Left to right for horizontal writing:



The first sentence of the essay or paragraph starts from the 3<sup>rd</sup> line in the 2<sup>nd</sup> square. Each new paragraph starts from the 2<sup>nd</sup> square.

Write the title in the 1<sup>st</sup> line. The 1<sup>st</sup> word starts from the 4<sup>th</sup> square. If the title starts with numbers, write them in Kanji.

Brackets occupy 1 square at the bottom or top.



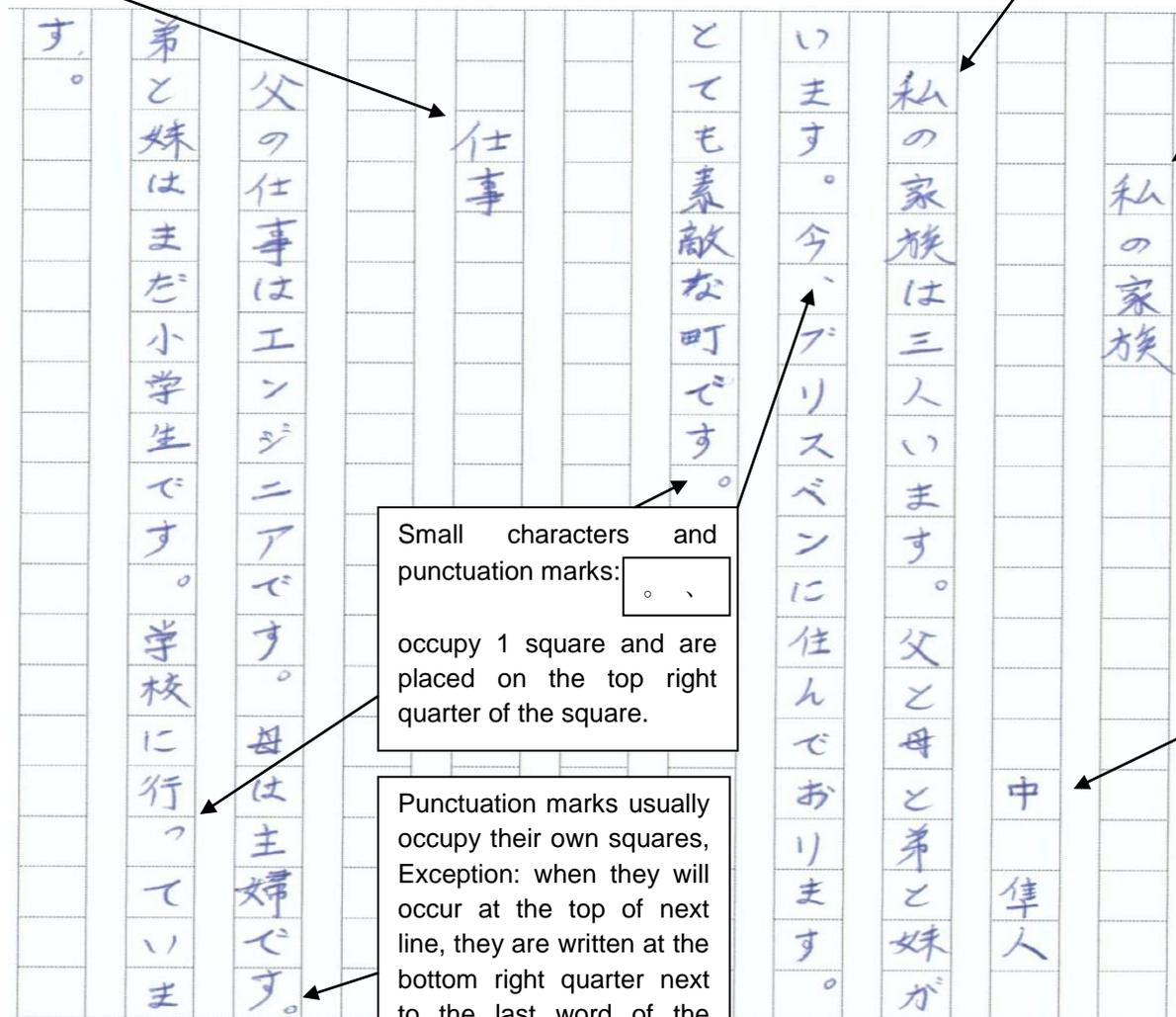
Writer's name is on the 2<sup>nd</sup> line. Last name comes before the first name. Leave 1 square between the last and first name. Leave 1 square below the first name as well.

Small characters and punctuation marks:



occupy 1 square and are placed on the top right quarter of the square.

Punctuation marks usually occupy their own squares, Exception: when they will occur at the top of next line, they are written at the bottom right quarter next to the last word of the current line.



## Symbols

丸括弧 (まるかっこ) => ( )

かぎ括弧 (かぎかっこ) => 「 」 ; this is the Japanese quotation mark →

角括弧 (かくかっこ) => [ ]

波括弧 (なみかっこ) => { }

二重括弧 (にじゅうかぎかっこ) or 白括弧 (しろかっこ) => 『 』

### Vertical Writing (縦書き/たてがき)

┌ is on the bottom right quarter of 1 square

└ is on the top left quarter of 1 square

### Horizontal Writing (横書き/よこがき)

┐ is on the top right quarter of 1 square

┘ is on the bottom left quarter of 1 square

## More Tips on Horizontal Writing

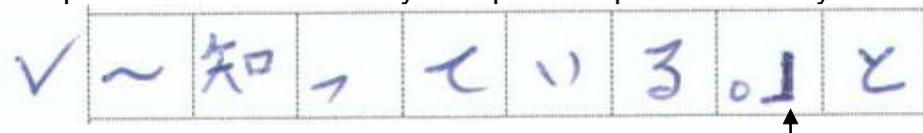
- Left to right and top to bottom.
- Small characters (促音/そくおん) occupy in the bottom left quarter of 1 square.



- Punctuation marks don't start at the beginning of a new line. When they are at the end of a line, they are written and positioned as below:



- ❖ One punctuation mark usually occupies 1 square but if they are after one another, they are written in 1 square.



- In vertical writing, use kanji instead of Arabic number. One number occupies 1 square. e.g., 「十五」 would occupy 2 squares. The same rule applies to the horizontal writing.
- When writing conversation script, the Japanese quotation mark 「 」 are used. 『 』 is usually used for a book title.

## Essay Tips

- Always aim to write about 90% of the words required. Between 90-100% is desired. Below 80% will not give you good marks.
- Always write kanji if you can. Too many 平仮名 (ひらがな) will not help you get good marks.
- Be consistent. Stick to whichever the form you choose to use for sentences throughout the essay. To include all what you wanted to write about without exceeding the word limits, it is recommended to use the plain form. The plain form also gives the friendly feeling to readers. e.g.,  
Plain Form: 常体 (じょうたい) : 「～だ。」 「～である。」 or Polite Form: 敬体 (けいたい) : 「～です。」 「～ます。」
- Avoid using slang or colloquial words/ expression in the formal essay writing.  
e.g., ×やっぱり (colloquial) ✓やはり (formal)
- Avoid repeating the same words or the same content too often.
- Avoid writing a sentence that is longer than 2 lines of the 原稿用紙 (げんこうようし) .
- Ensure the logic of the sentence flows.
- Ensure there are no typos or writing errors. e.g., You are thinking of 1 word but you wrote it differently.
- If you need to write in pencil, please ensure you choose the appropriate one for clarity of reading and ease of writing.

‘H’ indicates the hardness. e.g., 3H is harder than H.

‘B’ indicates the blackness. e.g., 3B is softer than B.

‘F’ indicates that you sharpen the pencil to a fine point <sup>[1]</sup>.

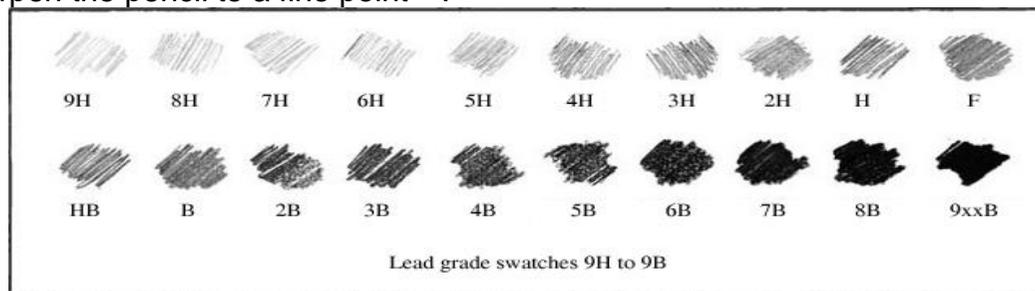


Fig. 1- Pencil Scale Chart <sup>[1]</sup>