

How to Use a Composition Sheet

- Every character (big and small) and punctuation mark (、 。 「 」) takes up one box.
- The end of the sentence always has to match. DO NOT mix “です/ます” polite form endings with “だ/である” plain form endings.
- When the small letters (such as や ゆ よ つ) come at the end of the sentence, write it either along with the letter at the end of the sentence, or start at the beginning of the line.
- DO NOT writing anything between the lines.

(1) Insert one box when starting a paragraph

(2) There is no blank between the sentences.

The following sentence starts immediately after the period. Boxes should be left blank only when starting a new paragraph and at the end of the paragraph.

(3) For a vertical composition sheet, small characters, periods and commas go in the upper right-hand corner. (When you use a horizontal composition sheet, small characters, periods and commas go in the lower left-hand corner.)

(4) If a sentence or a clause ends in the last box of the line, write the comma “、” or period “。” in the same box along with the character.

(5) You can break up a word at the end of the line