How to use *genko yoshi* (Japanese composition paper).

1. Title: Write on the first line. Leave three to four spaces at the top before writing the title.
2. Name: Write on the second line. Write your last name first. Leave a space and write your first name. Leave one space at the bottom of the line.
3. Body: Start writing your composition on the line following your name. Indent one space.
4. For small letters such as "〜" and "∩," use one space and write them in the upper right part of the square.
5. Periods and commas: Use one space. Write in the upper right part of the square.
6. Do not write periods or commas at the beginning of a new line. Instead, write them at the bottom of the line within the space of the previous character, as indicated.
7. New paragraph: Indent one space.
8. When a sentence starts with 〜 or 〜, use one space as indicated.
9. Do not use 〜 or 〜 at the top of a new line. Instead, write it at the end of the sentence within the space of the previous character at the bottom of the sheet.
10. For *katakana* vowel lengthening, use ｜ as indicated. Use one space.