

Presentation of Work Guidelines for Students

Purpose:

To clarify and support the standards required for written work.

Equipment

You must bring the following items to all lessons:

- Pens (including green)
- Ruler
- Rubber
- Pencil
- Calculator
- Planner
- Highlighter

In addition, the appropriate text and exercise books, or folders, plus any special kit or requirements,

(e.g. for Technology, Maths or P.E.) should be brought to each lesson.

Written Presentation of Work

- **All written work should be in pen.** Your work should be completed with care and attention to detail at all times.
- Begin each piece of work with:
 - The **learning objective(s)** for the lesson;
 - The **date, underlined with a ruler** in the corner of the page;
 - The **title** of the work if used **underlined with a ruler (Titles must begin with capital letters and be underlined with a ruler).**
 - Home learning (H/L) or class learning (C/L) must be written in the top corner.
- When answering questions, the numbers of your answers should be on the left hand side of the page.
- Work should be written in full sentences wherever possible.
- You must rule a line after each completed piece of work. Do not waste any space before starting a new piece of work.
- Diagrams and graphs must be drawn neatly with a **sharp pencil**. Use a **ruler** for all axes and straight lines. Use only **coloured pencils** to improve the appearance of diagrams.
- Only write the essential information asked by your teacher on the cover of your books or in your textbook. There should be **no graffiti or doodling** on any of your pages.
- A plastic cover is desirable for your books.
- Make sure that **Home Learning** instructions are written in your planner including the date on which the work is to be handed in. Make sure that work is handed in on time.
- Work that falls below the agreed standard of presentation may require you to redo it.

- Always take notice of any comments written by your teacher when your book is returned after being marked. Do not forget to do any requested corrections. Respond to your teacher's feedback with the **green pen** you will be provided with.
- Proof read your work to reduce errors. Corrections should be made by neatly crossing through and inserting the correction. (An asterisk and a note at the bottom at the page may be used if the correction will not fit in the space available)
- Work sheets and additional pieces of paper should be stuck into your books and labelled.

Presentation of work will be monitored by your teachers.