

# Presentation of Work

## Guidelines for good practice

Make sure your work looks as if you are proud of it.

1. Do not doodle anywhere on or in your school exercise books or planner.
2. Write neatly and carefully in black or blue ink only.
3. Maps, graphs, diagrams and work on music manuscript paper should be in pencil.
4. If you make a mistake, cross it out neatly with a single line. Mistakes in pencil should be rubbed out carefully with a clean rubber. **Avoid the use of correcting fluid.**
5. When written work is done on a computer, use the spell-checker to make sure that your spelling is accurate.

## Setting out your work

1. **Write the date on the right-hand side of the page**, at the beginning of each piece of work.
2. Show whether work has been done in class, or at home, by writing **Class work or Homework on the left-hand side of the page.**
3. In French lessons, write the date in French, and in German lessons, write it in German.
4. All pieces of work should have a **title, underlined once if handwritten.**
5. Maps and diagrams must have a **title, frame and key.**
6. Write the number of the question in the margin if appropriate.
7. Look ahead to the end of the line to make sure your writing will fit in. Start a word on the next line rather than splitting it or squashing it in.
8. When you have finished a whole piece of work (a topic or a unit), rule off on the next line.