

Succeeding at School: Be Prepared

Equipment

Make sure you bring the right equipment to school. You will need:

- ✓ This Study Planner
- ✓ Pen (and a spare)
- ✓ Pencil (and a spare)
- ✓ Ruler
- ✓ Eraser
- ✓ Sharpener
- ✓ Coloured pencils
- ✓ Exercise or books or folder for each lesson

Other useful equipment might be:

- ✓ Dictionary/spell-checker
- ✓ Calculator
- ✓ French/German Dictionary

Presenting Your Work

- ✓ Black or blue ink should be used for all writing
- ✓ All work should have a heading and a date
- ✓ Underline headings carefully, using a ruler
- ✓ Diagrams should be drawn in pencil
- ✓ Keep your work clean
- ✓ Keep the outside of your books free of doodles or graffiti

Checking Your Work

Always check your work before handing it in. You can ask someone to help you. Remember: you are trying to improve on your previous best.

- ✓ When correcting your own work, rule once through each mistake
- ✓ Do not use correcting fluid
- ✓ Use a dictionary or spell-checker
- ✓ Ask yourself: Is this the best I can do?