

Woodbridge School PRESENTING YOUR WORK

Careful presentation of written work is a high priority at Woodbridge School and is also considered to be extremely important by all the Examining Boards. Poorly presented work will be returned to be improved.

TAKING CARE OF YOUR EXERCISE BOOKS

Look after your exercise books. Write your name, form and subject in the spaces provided. Do not write or draw anything else on the covers of these books.

HOW TO PRESENT YOUR WORK

1. Write neatly in ink. Tippex must not be used.
2. Handwriting must be joined up and easily legible.
3. Write the full title of the work, the date and underline with a ruler.
4. State whether the work is homework, test or class notes.
5. Use a sharp pencil for diagrams, drawings and graphs. Crayons for colouring or shading
- not felt tip pens.
6. Use ICT appropriately. Some pieces of work are better done on computer, some by Hand.
7. You should check every piece of work before handing in.

SPELLING

Be familiar with the teachers' marking system, using the following symbols.

sp	word spelt wrongly
//	start a new paragraph here
^	a word or answer is missing

Spelling mistakes noted by your teacher should be written in corrected form before handing in the book the next time.

Dictionaries are an invaluable aid to learning. Please use them.

Document checked by M R Streat 10/10/09