

Presentation Policy

1st September 2016

How to Present Your Work

People will judge you on the way your work looks as well as its content. This is why it is so important that covers on exercise books and folders are kept clean and that your work is set out neatly.

Use the back of your exercise books for all thinking, planning exercises and rough work. The front of the book should be for notes and work that will be marked. It needs to be thorough and well presented.

Copy the style on this information sheet:

- ✓ write and underline the date at the right hand side of the page;
- ✓ give your work a heading in the centre of the page, again underlining it with a ruler or straight edge;
- ✓ and space your work out so that it is easy for someone else to read.

It is important that all writing is done in either blue or black ink. Tempting as it is, please do not use other colours! If you make a mistake, rule it out with one straight line and then continue writing.

Draw all diagrams in pencil, but use ink for any labels.

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When you have finished your work, check for spelling and grammar and then use that ruler or straight edge again to underline it so that it is ready to be marked.

Finally, remember that your last piece of work in an exercise book or folder should be neater and better than the first!!