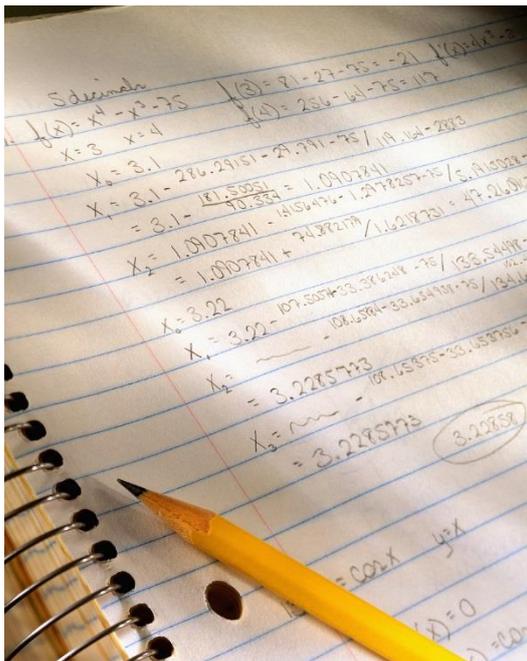




Written Work

Presentation Standards



Using exercise books properly to help me learn

Recording information

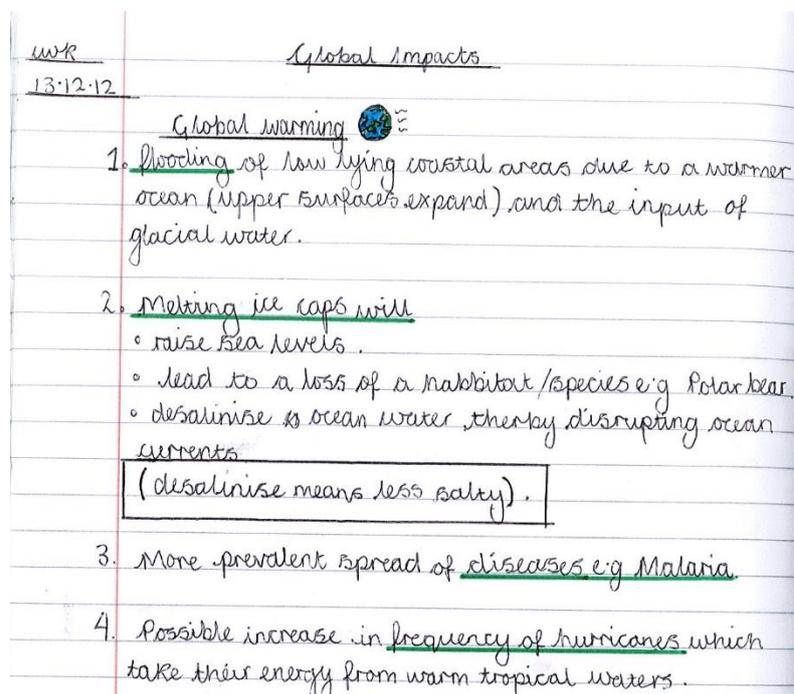
I need to work hard and do my best, present my work as well as I can, get better at my written work by practising and have a go at something even if I'm not sure I'm getting it right. These learner attributes need to be clear in my exercise books.

My exercise book is a place I record information I will need again to help me to build on learning and also to help me to revise for tests and exams.

It is also a place where I can look back and see my development through practice, error correction and feedback. It doesn't matter if everything in my book isn't right or perfect: what matters is that I have tried my best with my written work, that I have paid attention to feedback, that I have checked my own work properly before handing it in and that I have worked on corrections properly.

So that my exercise book is useful to me I will:

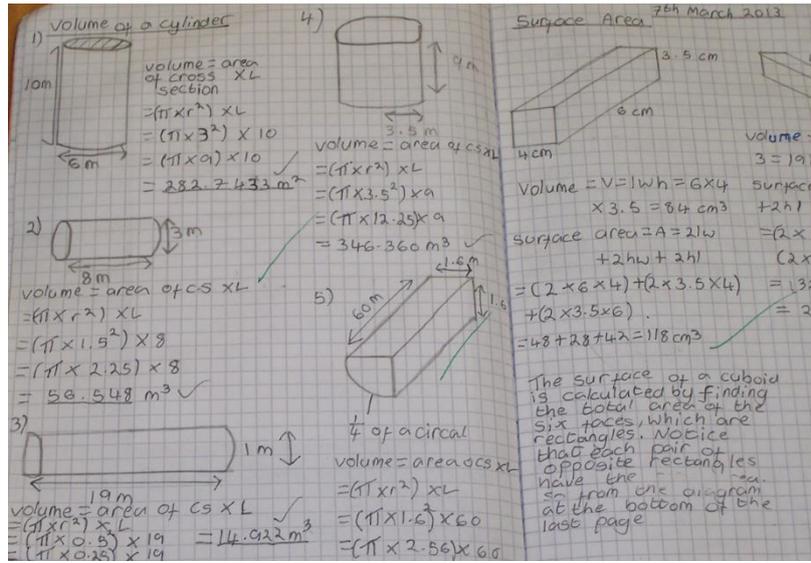
1. Always give my work a title and a date and underline them both with a ruler. I'll make sure that I use capital letters in the right place and check the spellings of words in titles carefully.
2. Always try to do my best, legible handwriting, using a good pen that doesn't make messy splodges and thinking about how I need to hold my pen and sit up in order to write properly.
3. Make sure that my writing starts at the margin unless I am indenting or laying my work out in a different way.
4. Put question numbers in the margin.



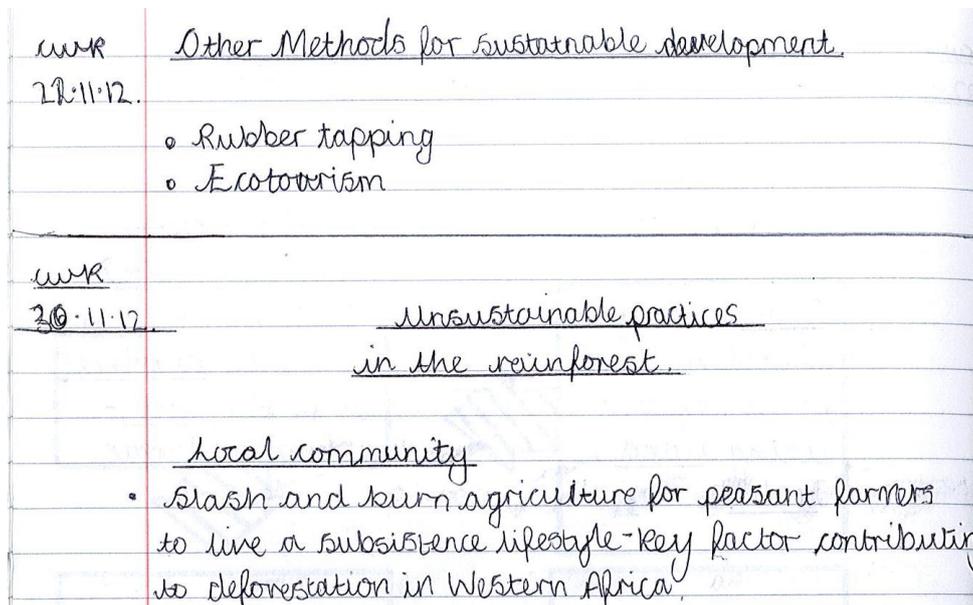
Using exercise books properly to help me learn

Recording information

- Draw any diagrams in pencil, label them, give them titles and use a ruler to draw any straight lines I need e.g. when labelling.



- Always miss a line and then rule off at the end of a piece of work.
- Start the next piece on the same page rather than waste paper and give the impression I haven't bothered finishing!

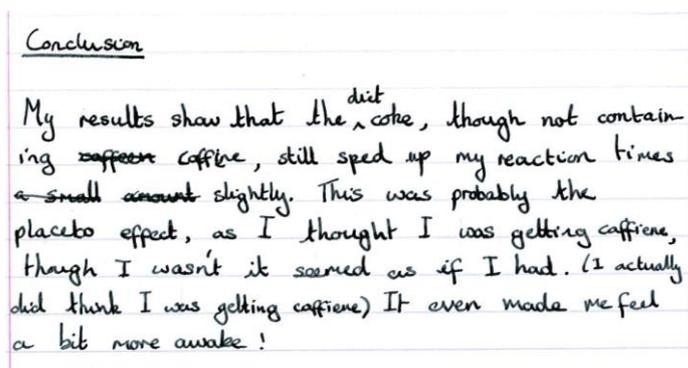


Using exercise books properly to help me learn

Recording information

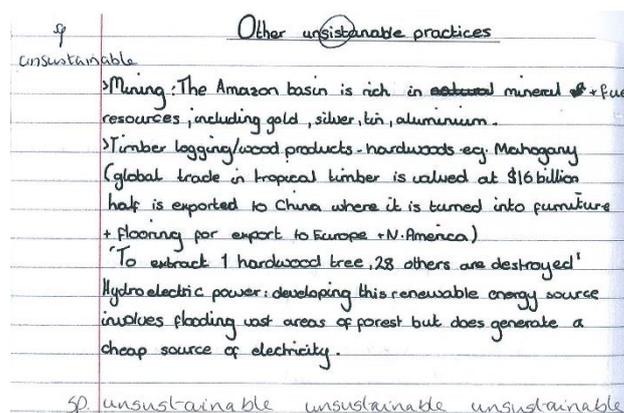
So that I can be sure that I have tried my best I will review my work carefully when I have finished:

- Before I start a new piece, I will check the previous work and feedback to see if there are things I need to think about and get right.
- I will read a completed piece aloud to make sure that it makes sense and has proper sentence punctuation.
- I will check spellings I am unsure of and correct them.
- I will correct errors by ruling a straight line through a word or words and writing the correction above it or at the end of a piece as a footnote marked with an asterisk *.



When I get my work back I need to do my corrections as this is a good way to get better at something. Errors are good! ...provided we learn from them:

- I will redo maths questions I got wrong.
- I need to write spellings out 3 times using SACAWAC (Spell and Cover and Write and Check)
- I need to complete any missing work
- Sometimes I might need to redo the whole thing if I just haven't tried my best.



At the end of the year I should have a book I can be proud of, that is useful to me for revision and that shows how I have made progress.