

English Presentation

Things we need to remember:

- All pieces of work will have a date, an OLI and a title. These will also be underlined.
- My teacher will be the only person who will write on the outside of the book.
- I will always leave a line after the title.
- If I make a mistake I will put a line through it.
- I will always use a ruler to draw a straight line.
- I will use a pencil, a handwriting pen if I have achieved my Pen Licence or a cartridge pen if I have achieved my **Golden Pen Licence**.
- I will try hard to achieve the targets given to me in the shortest time possible.
- I will read and respond, if necessary, to feedback given by the teacher.
- I will read over my completed work to check for mistakes and edit if necessary.
- I will leave 3 lines before ruling off the previous piece of work, if required.
- I will always try my best!

