



Presentation of work

Presentation of work is always important. Careless presentation will create a bad impression on your reader who may be distracted from what you have to say.

Many readers will make judgements about your general ability and even your attitude, if the presentation of your work appears to be careless.

- Do not allow your books to be decorated with stickers or graffiti.
- Always hand written work with a title and a date.
- Try to draft your work then check for content, organisation and accuracy. Rework as necessary, then write out neatly.
- Take care with layout making proper use of margins and indented paragraphs.
- Write in blue or black ink and only colour when this is necessary to aid presentation.
- Proof read all work for spelling, punctuation and grammar. Don't hope for the best – make sure your work is correct otherwise your marks and grades will suffer in all subjects.