



Excellent Bookwork Expectations

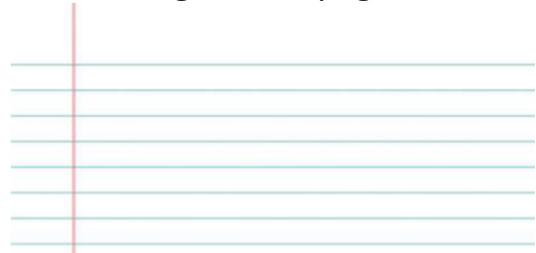
Writing

- Neat, well sized and spaced correctly
- Sharp pencil only
- Correct writing posture



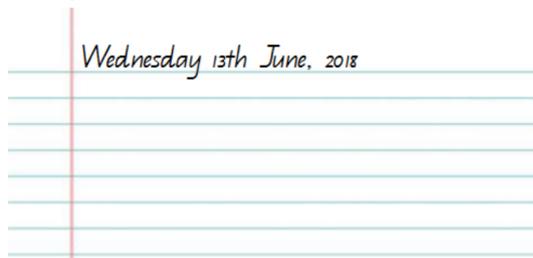
Ruling up your book

- Margin on the left, ruler width
- Ruled with red from the top line to the bottom line
- When work is complete, leave one line, then rule off the next line in red to the edge of the page



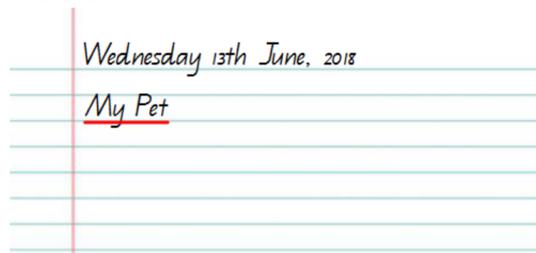
Date

- At the beginning of each section of work



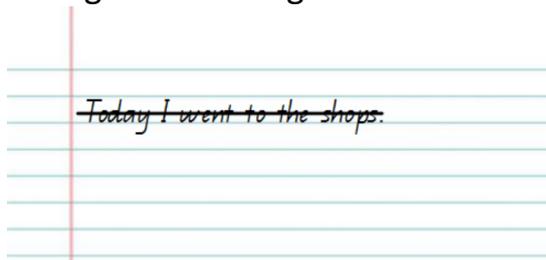
Title

- Underlined and written on the left side



Errors

- Errors made with a pencil should be thoroughly erased.
- If you cannot erase the error, draw a single line through it.



Photocopied sheets

- Neatly trimmed and glued in properly.
- Make sure sheets do not protrude from the book.

