



Starting a New Piece of Work?

1. Tick and record your points
2. (Draw a margin if your maths book needs one)
3. Read all marking comments and do what is asked
4. Rule-off (use a pencil and ruler)
5. Write the date on the left
6. Write the heading on the left
7. Underline the heading (use a pencil and ruler)
8. Leave one line
9. Check targets so you know what to focus on
10. Work neatly and do your best
11. At the end check your work for:
 - your targets
 - grammar
 - use a dictionary if appropriate
12. Fill in your target sheet