Quality Bookwork

Quality work	Indicators to show success
★ ★ ★ ★ ★	➢ Rule a margin – measure at the top and bottom first ➢ Date every piece of work ➢ Write with a sharp pencil ➢ Write as neatly as you can – all the time ➢ Try to spell words correctly ➢ Be organised ➢ Ensure your work makes sense ➢ Underline your heading ➢ Only use pen when you have your pen licence
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