

Presentation of Classwork and Homework

Presentation of homework is always important. Careless presentation will create a bad impression of you as an individual and may distract from what you have to say. The reader will make judgements about your general ability and even your attitude, if the presentation of your work is not the best you can produce.

USEFUL GUIDELINES

- Do not decorate your books (including this homework diary) with stickers or graffiti.
- Always start your written work with a title and the date.
- Try to draft your work then check for content, organisation and accuracy. Rework as necessary and then write up neatly.
- Take care with layout making proper use of margins and indented paragraphs. Write in blue or black ink or ball point and only use colour when it 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 subject areas.

Homework is an essential part of your work at life at school. It helps you to make sure that you have learned what you have done during a lesson and to prepare for the work that is to follow in your next lessons. It should also help you to work independently at research and planning. You need to be able to plan and this homework diary and planner should help you if it used correctly. Some subject areas set homework twice a week and need the work to be handed in on the following day; others set work over a longer time-span. Not all subject areas set written work or reading - observation, making, collecting, research, preparation, learning, even thinking are all homework activities. Other homework activities can include preparing a talk, watching TV programmes and reporting on them, or getting hold of newspaper articles.

- Always write down the homework you are set.
- Don't put homework off- it will only cause problems
- Always do your homework to the best of your ability
- Ask your teacher for help if you don't understand the homework or if you are struggling with it » Ask your parents to look at your work and talk to them about it
- Above all, don't avoid homework or try to deceive your teacher - in the end you will only waste and cause more difficulties, for both yourself and others.