

Presentation of Writing at Scantabout Primary School



- The date is written like this: 4.9.15
- If you use a heading, underline it.
- Miss a line after the date and heading.
- Always start your writing on the left.
- To start a new paragraph, miss a line.
- At the end of your work, miss a line and rule off.
- Write on the line.
- Cross out mistakes with one line.
- Do not use a rubber.

4.9.15

To lay your work out neatly

Leave a line after your heading if you have used one. Don't forget to underline your heading with a ruler. Begin your writing at the left hand side of the page.

When you start a new paragraph, leave a line. Make sure your writing is on the line. If you make a ~~mistaek~~ mistake, cross it out with one line.

At the end of your work, rule it off after leaving a line.