



# HCCS Standards for Presentation

## Always...



### Underline

Date and Title



### Identify

Classwork and Homework



### Remember

Capital letters, Punctuation and Spelling



### Take Pride

- ◆ Never doodle in/on your book
- ◆ Ensure sheets are glued in
- ◆ Cross out mistakes neatly
- ◆ Draw diagrams in pencil

## Essentials:



Black/blue and purple pens

Exercise book

Rubber

Pencil

Calculator

## Pens to write with:



Use **black** or **blue** pens for all your work



Use a **purple** pen when responding to feedback

# CPS:

Capital Letters  
Punctuation  
Spelling.

Start sentences with a  
**capital letter**  
and end with a  
**full stop.**

**Don't doodle**  
in books or  
on covers.

Always  
add a  
**date and title.**

Cross out  
**mistakes**  
neatly.

Read  
your answers  
to make sure they  
make sense and  
answer the  
question.

## How will my work be marked?

# 1

## WWW

What you did well

# 2

## EBI

How it could be even better

# 3

## Action

What you will do to improve it

## The following symbols will be used to help improve your literacy skills:

✓

Something you have done well

✓✓

Something you have done really well

Sp and underlined

Try this spelling again

Sp.R and underlined

Error based on a spelling rule  
-Try this spelling again

Sp.H and a wiggly line under word

Homophone error  
(e.g. there, their, they're)

Circle

Missing or Incorrect punctuation  
(including capital letters)

R and a wiggly line

Rewrite this section/phrase/word  
to improve expression

t

An error in Tense

//

New paragraph needed

^

Missing Word

