

Miss Powell's Things to Remember About Doing Neat Work

When Writing on Lined Paper:

- ❖ The big, blank margin is always at the top.
- ❖ 1st line: your name, your number (circled), and the date
- ❖ 2nd line: the title of the assignment (indented 3 fingers from the left edge). You should be able to fit the complete title on this line. If you write big, please try to shrink your letters.
- ❖ 3rd line: begin the assignment

When Drawing:

- ❖ Draw your picture in pencil.
- ❖ People should not be "stick people".
- ❖ Arms and legs should not be straight lines.
- ❖ Hands and feet should not be circles.
- ❖ People must have all necessary features like hair and eyes.
- ❖ People must be wearing clothes.
- ❖ Make the picture large enough to fill up most of the paper or drawing space.
- ❖ "Five Color Rule": Use *at least* five colors when coloring a picture.
- ❖ **Write your name, number (circled), and the date neatly on the back of your drawing.**



When Writing Sentences:

- ❖ Use capitals and ending punctuation to let the reader know when sentences start and stop.
- ❖ Letters should be written neatly, with out bumping into each other.
- ❖ All letters must sit on a line, not float on your paper.
- ❖ Tall letters must go from the bottom line up to the top line.
- ❖ Leave one finger space between words.

When You Make a Mistake:

- ❖ Erase mistakes as completely as possible. Do not write over them.
- ❖ If you can not erase a mistake, draw one line through it and write the correct word next to or above the mistake. Do not scribble out mistakes.
- ❖ Sometimes an eraser might smear your paper. Try using a pink eraser, not the one attached to your pencil.

Keep in Mind:

- ❖ If your paper tears, tape it on the back.
- ❖ If you use more than one page for an assignment, staple the pages together with one staple in the top left corner by your name.
- ❖ Don't get frustrated. Take a break if you need to clear your head. Come back to the assignment when you are calm and ready to try again.

The Bottom Line:

- ❖ **Everything we do helps us learn.**
- ❖ **Sometimes you might need a "do over" and that's OK!**
- ❖ **You should always be proud of your work!**

