



St. Colman's College Presentation Code



1. Write neatly and legibly in pen, unless otherwise advised.
2. Put a title and date at the top of the page and, using a ruler, underline the title in pen.
3. Use full stops, capital letters and paragraphs.
4. Number and sequence letters and paragraphs.
5. Always check spelling and punctuation.
6. Use sub-titles/headings, where appropriate.
7. Use a pencil to draw charts or diagrams, unless otherwise advised.
8. Label and title all diagrams or tables.
9. Lay out figures/practical work to show sequence of work and identify method.
10. Take pride in your work.



St. Colman's College Marking Code



✓	Good point/Correct
✓✓	Excellent point/work
^	You have left something out
FS	A full stop is needed
Cap	A capital letter is needed – circle the letter
P	Punctuation needed
Sp	Spelling mistake
NAS	Not a Sentence
NP	A new paragraph is needed.
?	Something doesn't make sense
X	Error
G	Grammatical mistake