

## Presentation Guidelines:

- Take **pride** in your work!
- Titles should have **capital letters** and be underlined.
- The date should be written on the right hand side.
- Handwriting should be **neat and tidy**.
- Diagrams should be drawn neatly in pencil.
- Mistakes should be crossed out neatly with a single line.
- Label all tasks **clearly**.

## Marking Guidelines:

- Your teacher will give you specific **targets** to work on in **pink pen**. Take note of these targets and complete any task set in **purple pen**.
- When an assessment is complete, leave a space below your work for your teacher's comments.
- **Please use a purple pen for all reflections and reactions to pink pen.**
- Your effort grade will be grade using these code: EX, VG,GD,NI or SC.
- The following codes will be used to help you **improve** your literacy, aiming to reduce your mistakes over time:

Marking for literacy codes	
Sp	• Correct spelling
CL	• Correct capital letter
Gr	• Correct grammar
//	• New paragraph needed
P	• Correct punctuation
√	• Good point

## Literacy Guidelines

**Every time you finish a piece of written work, read through your work and correct any errors:**

- **Vocabulary:** Have you used words that are appropriate to the task and its audience? Ask your teacher if you are not sure. Are your spellings correct? Begin with the key words and check any other tricky words in the dictionary.
- **Connectives:** Have you used a range of connectives to structure your writing? E.g. firstly, furthermore, although. Eventually, next, meanwhile etc.
- **Openers:** Have you started your sentences off in different ways? Avoid starting with the words 'so', 'and' and 'well'.
- **Punctuation:** Have you used a suitable range of punctuation marks? ( ? ! " ; : ; () – ' ... ) Do all of your sentences and any proper nouns such as places, dates, names) begin with a capital letter?
- **Paragraphs:** Have you separated and ordered your ideas into clear, logical paragraphs that help your reader understand what you are writing? You need to start a new paragraph for changes in time, topic, and place and to show a new person speaking.
- **Sentences:** Have you written in full and clear sentences? If you are in a creative subject they may need to be varied in lengths for effect. Use a range of simple, compound and complex sentences.

### WHP Literacy Writing Targets: VCOPPS

- |                |  |                          |
|----------------|--|--------------------------|
| V              | Check and learn key <b>vocabulary</b> and spellings              | <input type="checkbox"/> |
| C              | Use a variety of appropriate <b>connectives</b> to add structure | <input type="checkbox"/> |
| O              | Use different <b>openers</b> to start your sentences             | <input type="checkbox"/> |
| P <sub>u</sub> | Check your <b>punctuation</b> : capital letters and full stops!  | <input type="checkbox"/> |
| P <sub>a</sub> | Start a new <b>paragraph</b> to change time/place/topic/person   | <input type="checkbox"/> |
| S              | Use a range of shorter and longer <b>sentences</b>               | <input type="checkbox"/> |