

STUDENT EXPECTATIONS OF WORK GUIDELINES

In Class

Students should arrive in class on time, appropriately dressed with all of the material they need for the lesson. Behaviour should show respect to fellow students and staff and a positive attitude towards learning should be evident; alert, focused and engaged. Working to the best of your ability to meet your full potential.

Written Work

Work should represent pride and a positive attitude towards learning. All work should be completed to the best of the students' ability achieving the following expectations.

Expectations on Presentation

- All work should have a margin.
- All work should have your name, date and title underlined at the top of each page.
- Handwritten work should be in blue or black ink. Drawings and diagrams should be in pencil and coloured if appropriate.
- Handwriting should show care by being clear, legible and preferably joined.
- Pens with erasable ink or a neat line should be used to cross out an error, thus correction pens and ribbons are not necessary.

Expectations on Content

- Questions should be answered in full sentences.
- Spelling, punctuation and grammar should be accurate. Work should be proof-read.
- Work must be your own, not plagiarised or copied.
- References should be accurate.
- P.E.E. guidance for paragraph structure should be followed.

P.E.E

Point Evidence Explanation / Evaluation

- **Point** to be made in the TOPIC SENTENCE (the first sentence in a paragraph) which should relate directly to the key words in the question, clearly stating one idea which you are going to explain.
- **Evidence** is the middle of the paragraph, the body. It could be a fact, quote or example.
- **Explanation** requires the use of connective words such as because, therefore, however, consequently, due to, as a result etc.
- **Evaluation** is the consideration of evidence in order to reach a judgement or conclusion. How convincing is the evidence? Have you explained the strengths and weaknesses?

The **concluding sentence** is the last sentence in a paragraph and should relate directly to the key words in the question, clearly stating the result of your evaluation.