

## **P.7 TEN GOLDEN RULES**

1. THE BOOK MUST BE KEPT CLEAN AND PRESENTABLE
2. THE WORK IN MY BOOK MUST BE NEATLY WRITTEN AND ORGANIZED
3. THE DATE AND HEADING OR TITLE MUST BE NEATLY WRITTEN AND UNDERLINED
4. MY BOOK MUST BE HANDED FOR MARKING ON A TIMELY BASIS
5. CORRECTIONS MUST BE PROPERLY MADE AND HANDED IN FOR MARKING
6. THE TEACHER'S COMMENTS MUST BE STRICTLY FOLLOWED
7. POOR HANDWRITING, POOR LETTER FORMATION IN A SENTENCE AND UNNECESSARY CROSSING OUT OF WORK WILL NOT BE TOLERATED
8. ANY TABLE, DIAGRAM OR PICTURE WILL BE DRAWN ACCORDING TO THE TEACHER'S INSTRUCTION (USUALLY IN PENCIL)
9. IN CASE I AM ABSENT FROM CLASS AND I MISS WORK, IT IS MY RESPONSIBILITY TO HAVE THAT WORK DONE AND HANDED IN FOR MARKING
10. ALL THE ABOVE RULES MUST STRICTLY BE FOLLOWED BECAUSE BREAKING ONE OF THEM MEANS BREAKING ALL OF THEM.

I ..... DO ACCEPT  
TO ABIDE BY THE ABOVE RULES BECAUSE I AM AWARE OF THE  
CONSEQUENCES THAT WILL ARISE OUT OF BREAKING ANY.

### **HANDWRITING GUIDELINES**

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz