

## **Remember**

1. To check your work regularly to make sure that it makes sense.
2. To give your work a title, starting each major word with a capital letter.
3. To write the date.
4. To leave a space between your title and the rest of your work.
5. To be careful with your spellings and use a dictionary if you need one.
6. To use your neatest handwriting.
7. To start each sentence with a capital letter.
8. To finish each statement with a full stop or exclamation mark.
9. To finish each question with a question mark.
10. To start names of people, places, days and months with a capital letter.
11. To put speech marks around words that are being spoken.
12. To use interesting words where you can. Use a thesaurus to help if you need one.
13. Not to start sentences with 'and' or 'but'.
14. Not to use 'and' or 'then' too many times.
15. Not to use capital letters where you do not need them.
16. To keep your letters the right way around.

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