

REPORT, PROJECT DETAILS

PAY ATTENTION TO DETAILS!!!

IT MAKES A DIFFERENCE!!!

Cut out all articles straight and with a clean edge.

When attaching items to report pages, posters, etc. make sure the item is straight and centered.

Unless you are doing something in a creative fashion, center all titles, articles, explanations, etc.

Make sure all pages are clean cut.

If handwritten, write or print neatly and straight. Typed items always look neater.

Use white out if necessary; just remember not to make it messy or too obvious.

If a paper is typewritten, ALWAYS double space. Always observe a one-inch margin on all four edges.

ALWAYS have a title.

Double stick tape or glue dots work great.

Glue or tape all edges that you are attaching. Make sure it is straight.

NEVER use staples on any of my projects.

ALWAYS use a clean folder or notebook on any reports that are turned in.

ALWAYS read over a report for spelling and grammatical errors. Then make your final copy. Do this, even if you are printing on the computer.

Try to make everything as appealing as possible. Be neat, be creative.

Going the extra mile can make a difference between an “A” or a “B”.

NEVER write on the back side of a paper that is to be turned in.

Handwriting a paper: first four lines contain the heading, skip line 5, write the title, skip Line 7, indent on line 8 for the first line of writing. Leave the last line on the bottom of each page blank.

Have one inch margins on the left side and right side of the page.

Indent paragraphs.

If a paper is handwritten, you should have approximately ten words per line.

Do not use &, abbreviations or shortened words, or shorthand on reports, projects or tests.

Write out numbers between one and ninety-nine. Example: seventeen, twenty-four.

Use a better choice, than the words “a lot of.”

Remember to capitalize the first word of every sentence.

Capitalize the word “I.”

Capitalize proper nouns.

Punctuate the end of every sentence properly.