YEAR 8 ENGLISH PROCEDURES

Organising Your Work
- Write in blue or black pen
- Rule a margin, roughly one centimetre in width on each page unless otherwise directed.
- Leave a line or two between each activity
- If you write a draft copy of your work, clearly write (DRAFT) at the top of your work
- Start a new page for each topic – leave a page between units on which you write the heading for the unit.
- Before work is due for marking, check to see that you have completed it all as well as you can
- Proofread and correct. Work that shows no evidence of proof-reading will be returned unmarked.
- If you lose a sheet, you can find a spare copy on the school computer network or email me for a copy
- Hand work in on the due date – one week late = no marks or grades and parental contact
- USE YOUR DIARY TO HELP YOU GET ORGANISED
- Bring the correct equipment to every class – your English book, blue or black pens, red pens, lead and coloured pencils, sharpener and eraser, ruler, dictionary, gluestick.
- Stick your sheets in your book straight away. If you lose a sheet, get yourself a new one by photocopying a friend’s sheet, copying one from the network, emailing it to yourself to print at home, or using a flash drive to copy it for printing later.

Network
Log in; go to ‘Student on Common (S)’. Find ‘English’, open. Find ‘Ms Wright’, open. Find ‘year 8’, open. Your sheet will be there.
If you need to email me, the address is: carolyn.wright1@det.nsw.edu.au

Homework
- Regular English homework is to complete any class work you didn’t finish in class, especially when your work is due for marking.
- Term one homework will be to practice and time your public speech
- Term one, two, three and four will have a wide reading assignment
- Occasionally there will be other small things

Literacy
Each week we will have spelling words to learn, vocabulary to discuss and each month we will have language rules to learn and practise. All notes for these will be done in the BACK of your book and you will be tested monthly. Have a spare exercise book or notepad to write in for tests or to remove paper from for different lessons.