

## Presentation of work

- Write the date in the top right corner.
- Write the title at the top in the center of the page.
- If it is classwork write CW beside the date.
- If it is homework write HW beside the date.
- Number questions in the margin.
- Leave a line between answers.
- Leave a line between paragraphs.
- Write neatly.
- Use ^ to insert a missing word.