

Present Work Correctly

Neat presentation of your work is essential.
Your writing needs to be clear in order for it to be understood.

What does your work say about you?

How could you improve the presentation of your work?

- Handwriting
- Neatness
- Layout
- Colour
- Pictures
- Paragraphs
- Fonts
- Size

Handwriting

- Are you sitting correctly?
- Are you holding your pen correctly?
- Are you focused and not distracted?
- Slow down and don't rush.
- Concentrate on writing neatly.
- Take your time.



Fonts and Size

AaBbCc

- Keep fonts clear and simple – try Times New Roman or Arial or Calibri.
- Don't use silly fonts that are really tricky to read.
- Keep your font size small - never more than size 12.

Layout

- Does the layout fit the purpose and audience of your writing?
- Think about what the layout should look like.
- Plan on a rough piece of paper what the layout should look like.
- Think carefully and take your time.



Colour and Pictures

- Does the purpose and audience of your work require any colour?
- Will pictures or colour make it look better?
- Will it be better for the images to be drawn or sourced from elsewhere?
- Is your work better completed by hand or on the computer?



Paragraphs

- Your work will look neater if it is paragraphed correctly.
- Paragraph using either a line space or an indent – not both.
- Use TiP ToP paragraphing – see the separate 'how to' sheet for more on this.

Neatness

- Check all the tips for handwriting first.
- Think about what you want your work to look like.
- Take your time.



Have a go...

Before you start make sure you are sitting correctly. Good posture and sitting position are essential for good handwriting.



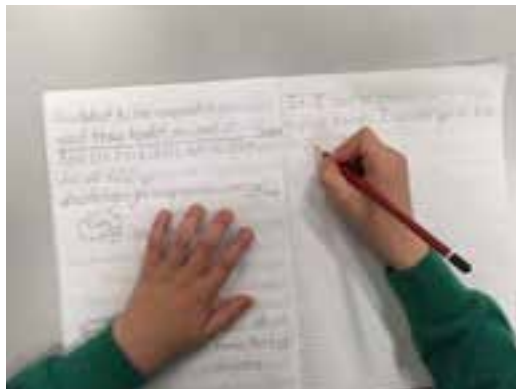
Sit correctly



Hold your pen correctly



Remember the invisible lines



Use the other hand to support the paper



Use a pen

The following sentence uses every letter of the alphabet.

Copy it out ten times, focusing very carefully on all of the tips above.

Do this every day for a week, then compare your handwriting from a week ago and see if you have improved.

The quick brown fox jumps over the lazy dog.

For further practice download and print the document here:

www.nala.ie/sites/default/files/publications/better_handwriting_for_adults.pdf