

Succeeding at College – Be Prepared

Equipment

Make sure you bring the right equipment to College. You will need in your pencil case:

- ✓ Black pens (at least two)
- ✓ Red pen (for peer assessment)
- ✓ Red and green pen or pencil (for annotation)
- ✓ Pencils (at least two)
- ✓ Ruler
- ✓ Eraser
- ✓ Sharpener
- ✓ Coloured pencils

Other useful equipment might be:

- ✓ Dictionary / Spell checker
- ✓ Calculator
- ✓ MFL dictionary

Presenting your work

- ✓ Black ink should be used for all writing
- ✓ All work should have a heading and a date
- ✓ Underline heading carefully, using a ruler
- ✓ Diagrams should be drawn in pencil
- ✓ Keep your work clean
- ✓ Keep the outside of your books free of doodles or graffiti

Checking you work

Always check your work before handing it in. You can ask someone to help you. Remember, you are trying to improve on your previous best.

- ✓ When correcting your own work, rule once through each mistake
- ✓ Do not use correcting fluid
- ✓ Use a dictionary or spell-checker
- ✓ Ask yourself: Is this the best I can do?