

## **Instructions to Writing English Record**

1. Write only on one side of the page.
2. Striking off or overwriting is not allowed. If any corrections are needed, rewrite the content.
3. Use a black ballpoint pen for writing the questions.
4. Use a blue ballpoint pen for writing the answers.
5. Titles can be enhanced with neat sketches and designs.
6. Draw box lines using a pencil.
7. Submit the record only on the scheduled date; late submissions will result in minus marks.
8. If the content is not presented neatly, you will be required to rewrite the entire record.
9. Write the page numbers and mention the page number of the topic in the content page.
10. The student must complete the work independently; involving others will result in the cancellation of the record.
11. You may use the relevant pictures and paste them in the language and literature section.
12. Do not write beyond page margins.
13. You must always start the new questions or sections on the new page