WRITING PROCESS:

1. The next day after the teacher gives you a composition or summary, you should place it on the teacher’s desk before the lesson starts.
2. Your name and class number must be written on the right-hand side upper corner.
3. The teacher will mark it with a code and give it back to you.
4. You must correct your mistakes. There is no need to write the text again (unless told to do so). You can use dictionaries, reference books, your class notes, etc. Take it seriously: WE LEARN FROM MISTAKES
5. You must place your composition on the teacher’s desk the very next class day before the lesson starts.
6. The teacher will mark it and give it back.
7. Use only blue or black pens.
8. If you are absent on a hand-in day, you must hand in your composition together with your absence justification form.

ERROR-CORRECTING CODE:

V   Vocabulary (wrong word)
Sp  Spelling (wrong spelling)
P   Punctuation (incorrect punctuation)
G   Grammar (General)
T   Wrong tense
C   Concord (concord mistake)
WO  Wrong order
WF  Wrong form
     Something is missing
( )  To be removed
/   Begin a new sentence
//  Begin a new paragraph
?   Not clear