

Green Pen Policy

Proof-reading and editing your written work

- Always bring a different coloured pen to school. Green is the best colour because your teacher will usually use red.
- Every time you finish a piece of written work, use your green pen to correct all the mistakes you can find.
- Once you have corrected mistakes, see what other improvements you can make. Use the Green Penning Menu to select at least one area to improve – e.g. vocabulary or paragraphs.
- If you get into the habit and do this every time you finish a piece of writing, you will improve your standards and this will lead to better grades.
- Your teachers will expect all longer pieces of writing to be green penned.
- Your teachers may also ask you to green pen your work during lessons or as a homework task.