

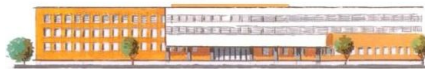
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IES Ramón del Valle-Inclán



Guide for Key Competence ‘Linguistic’ “ Written Expression ”



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Disclaimer



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Objective

To improve your linguistic competence in written expression, you must prepare text documents in which certain evaluation criteria will be taken into account.

Evaluation criteria

FORMAT

Header and footer
Style: margins, font, justified text, indented paragraphs
Tables
Images
URL links
Columns
Other editing resources

SECTIONS

Front page
Index
Structured content in different sections and sub-sections
Introduction
Bibliography / webgraphy
Conclusions

SPELLING AND COMPOSITION

Spelling without errors.
Clear, coherent, fluent and logically sequenced, throughout the work.
It shows variety in the structures that it uses without reiteration in the same

CONTENT

References to the bibliography
Technical vocabulary

Sections and format

1. The **front page** is essential: design your own front page. Remember to put your name, name of the course, academic year, name of the subject / module, title of the work itself, some representative figures of the work itself, name of the teacher. Be creative, develop your own design, enjoy yourself!
2. They can not miss: the **index** and **biography / webgraphy**. The first page (not counting the front page) should be for the index; remember to use the style "Title 1" for the sections and "Title 2" for the subsections. The last section (usually on the last page) is the biography / webgraphy.



3. Design and work the content:

1. Create a style for each section in which you develop your work (these sections are those that appear in the index). The style consists of using a font type, a size, a color, etc. for the title of each section and the content of the section itself.
2. You must put a header that will contain the name of the job and your name. Investigate how to do it.
3. It also includes a footer where the page appears in numer / total format, that is, "Page 2/7" should appear if we are on page 2 of a total of 7. Investigate how it is done.
4. A job is more attractive if it includes tables and images.

Do not forget that creativity is very important; Be original.

Examples

This same document can serve as a guide when presenting a work in the format, sections and spelling and writing (some of those indicated in the evaluation criteria appear).

The attached document “**Ejemplo-ExpresionEscrita**” it is a very complete example of the evaluation criteria indicated.