

PRESENTATION OF WORK



REFERENCES

Chapter Two and Three of JSWM.



INTRODUCTION



<u>AIM</u>

To describe SOs on how to pres their written work



SEQUENCE

- Arrangement.
- Colour code.
- Margins for written work in manuscript.
- Layout of typed work.
- Cover sheets.
- Fastening.
- Signature.
- Conclusion.



ARRANGEMENT

- Plain and un-ruled paper.
- Only one side of the paper is to be used.
- Blue Ink.
- No other colours are permitted.



COLOUR CODE

- Green Commander of org in the rank of one star and above may use.
- Black/Blue Directing Staff, SOs/ORs only Blue color to be used.
- Red Only for corrections and make obsn for internal corres.

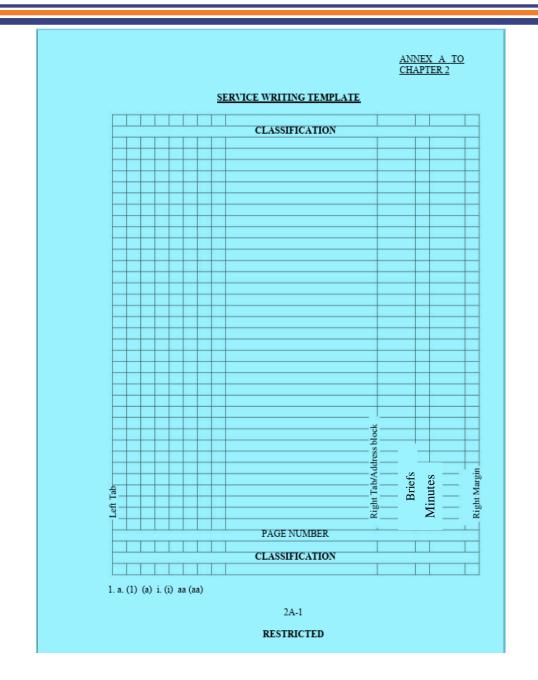


MARGINS FOR WRITTEN WORK IN MANUSCRIPT

LEFT MARGIN

- 20mm margin on the lt.
- The first ltr is inside edge of the margin (it called as 'lt tab').



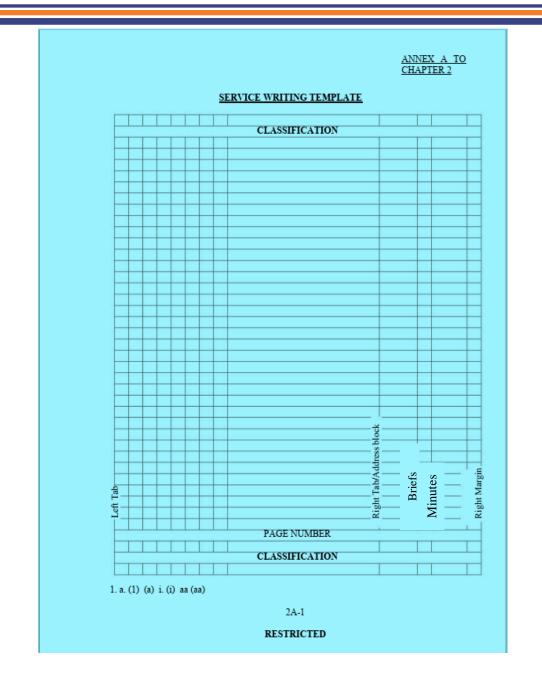




RIGHT MARGIN

- ➤ Briefs. At least 40mm in manuscript or one and half inch if typed from the rt margin.
- Minutes. Keep 25mm margin for manuscript and one inch for typed work.
- > Other Works. The margin is to be at least 2 spaces wide.

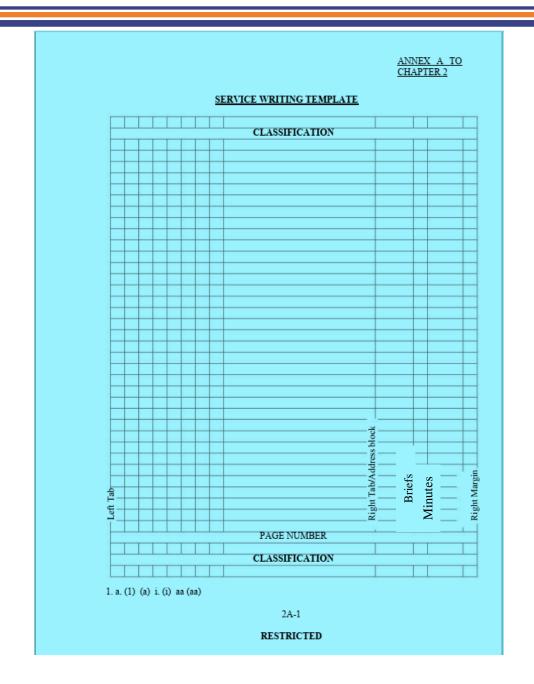






Right Tab. The thick vertical line **65mm from the rt hand edge** of the page is called 'rt tab'.







LAYOUT OF TYPED WORK

Page Setup.

Single-sided Document	Double-sided Document
Top - 1"	Top - 1"
Bottom - 1"	Bottom - 1"
Left - 1.5"	Left - 1.25"
Right - 1"	Right - 1.25"



Format.

■ Font.

Font	Font Type	Font Size
English	Times New Roman/Calibri (body)	12
	/Arial	
Sinhala	Mi-Nelum98/Unicode	10
Tamil	Vavuniya	12

• Colour. Automatic/Black



- Line Spacing of Paragraph.
 - Original Doc Single.
 - Draft Doc Double line spacing.



Paragraphing.

- The numerals of numbered paras and subparas are to be at the **It margin** and followed by a **full stop**.
- A gap of half-inch is then to be It before the first letter of text.
- Where a para heading is used a further half-inch is to be It after its full stop.



Punctuation.

- One space from the spacing bar is to be Comma, Colon or Semicolon. kept after a comma, colon or semicolon.
- Full Stop, Question or Exclamation Mark. One space from the spacing bar is to be kept after a full stop, question or exclamation mark.



COVER SHEETS

RESTRICTED

COVER SHEET				
GENERAL				
1.	Title:			
2.	Syndicate/Sub-Syndicate/Locker No:			
3.	DS:			
4.	Student:			
5.	Assumptions:			
DS Co	OMMENTS OMMENTS			

RESTRICTED 20



FASTENING

- Pages are to be fastening firmly.
- Use paper fastening tags.
- Use Lt hand corner.
- Paper clips and staplers are not to be used.



SIGNATURE

Student Offrs are to sign with their own name over their own signature blk, but with appro ex ranks and appt (Except RICs and Assimilation Tests).



CONCLUSION