



PRESENTATION OF WORK



REFERENCES

- Chapter Two and Three of JSWM.



INTRODUCTION



AIM

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) /Arial	12
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.

- Comma, Colon or Semicolon. One space from the spacing bar is to be 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 COMMENTS

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RESTRICTED



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