

pencil.

- 2. Write the date next to the margin; underline it using your ruler and use only one line.**
- 3. Use your pencil and ruler and draw a margin on the right hand side of the page.**
- 4. Number all the pages at the top corner.**

How to draw a diagram:

- 1. Always use a sharp HB pencil to draw.**
 - 2. Always start with the heading for the diagram.**
 - 3. Draw 10 lines big.**
 - 4. Label in blue pen.**
 - 5. No arrows are used.**
 - 6. The label line drawn in blue connects to the part of the diagram you must label and we try to draw it diagonally underneath each other.**
 - 7. Use a guide line. This line is drawn in pencil along the ruler. Label lines are drawn from the part to this line.**
xxxx(skip a line)
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