**REMINDER FOR WRITTEN PRODUCTIONS**

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| Priorities when correcting | | | | |
| Summary of mistakes | Number of mistakes | Tools | | What to do |
| 1- |  |  | |  |
| 2- |  |  | |  |
| 3- |  |  | |  |
| Time management | | | | |
| When writing  Time Steps to take  15 minutes to read the task and prepare a plan  30 minutes to write a draft copy  **45 minutes to correct the draft**  20 minutes to copy the draft in the final copy booklet  10 minutes to read over the final copy one last time  120 minutes | | | When self-correcting  **Time** **Types of errors**  15 minutes for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    15 minutes for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    15 minutes for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |