Design Considerations for Worksheets

1. Ensure the sheets look professional and attractive to engage student interest.

2. Use simple language that reflects the capability of the students.

3. Limit the use of technical terms and where used ensure there is modelling of the meaning or that the meaning is embedded within the accompanying text.

4. Avoid complex sentences. Use short sentences to improve comprehension of the task.

5. Use simple language that reflects the capability of the students.

6. Avoid excessively formal language.

7. Form any instructions into a list so that these are delivered in a clear sequence.

8. Always try and avoid abstract examples of a problem.

9. Allow for plenty of white space on the page. Research shows that a paper should have a minimum of 60% white space to improve comprehension and understanding.

10. Sequence activities and questions from the easiest to the most difficult.

11. Use headings and subheadings as 'signposts' to the content.

12. Keep handouts to two pages - anymore and the students will not make use of it.

13. Always proofread. There should be no spelling or grammatical errors. Modelling of correct English forms is vital to support student learning.