

Style Guide

Teaching 2030:

Future-proof your classroom: teaching skills 2030

- General conventions
- Teaching 2030 conventions
- Proofreading

GENERAL CONVENTIONS

- Please follow standard British usage. There are a few exceptions, though. For example, the spelling of *program* (PC) has become standard British usage.
- Use -ise spelling for words that are acceptable in BrE, (e.g. organisation, specialise, analyse).

The following verbs are always spelt with -ise: advise, arise, improvise, practise, revise, supervise, surprise.

- Gender-inclusive language: use the plural form

- **Dates** should be written in the form DD MM YYYY (e.g. 14 March 2018, on 2 July 1998). Do not include suffixes after the day (e.g. 20th)
- **Use of exclamation marks:** Please bear in mind that texts in English use exclamation marks much less frequently than other languages. They are used solely to mark exclamations, such as ‘How we laughed!’
- **Quotations marks:** Use double quotations marks for direct speech or a quote, and single quotation marks for direct speech or a quote within that.
Use single quotation marks for terms (instead of italics).
- **Capitalizations:** Use a capital letter for the first word only in chapter headings, subheadings, tables, figures, box headings, captions and labels.

Capitalize the following words: Chapter, Module

- **E-expressions:** Use the following as a style guide when referring to the internet: email, website, the web, the WWW, the internet, online, offline
- **Numbers:** Spell out whole-number words for one to ten; use figures for numbers above ten.
- **Space:** The % sign is written directly next to the number. There should not be a space between the sign and the figure (e.g. 33%). Similarly, there should not be a space between the number and the unit of measurement (e.g. 10km).

TEACHING 2030 CONVENTIONS

- Chapter title template
- Storytelling templates (Lucia & Marko)
- Information templates
- Interactive templates (Memory, Hot Spot, Drag & Drop, Multiple Choice)
- iThink and iLab templates (reflections, exercises)
- iRead Literature templates (sources & further reading)
- Visuals and embedded videos

CHAPTER TITLE TEMPLATE:

- Please stick to the following layout:

PICTURE

Module 1: Writing on the web

Chapter 1: XXXX

- Please use the same picture for each Chapter in each Module.

LUCIA & MARKO TEMPLATES:

Please include **features of orality** in the texts Lucia and Marko speak.

- o Lucia & Marko dialogues
- o Markers of orality, such as 'Let's see', 'Sounds interesting', 'Thanks'
- o Contractions (I'll, we'll, she'd, that's...)
- o Questions
- o Emojis :-)
- o Phrasal verbs (put up, take to)
- o Informality (but no slang)
- o Personal address ('you')
- o High degree of instructiveness and involvement (1st and 2nd person pronouns)

INFORMATION TEMPLATES:

Use a more formal style in texts that provide explanations or instructions.

- No contractions
- No emojis
- Fewer phrasal verbs
- Be clear and avoid wordiness
- More impersonal

LITERATURE TEMPLATES:

Always give credit to the author by citing works.

- Titel: iRead
- Please use the **APA style guide** for referencing: <https://guides.library.uwa.edu.au/apa>
- After each Chapter
- **One slide: Sources**
- Picture (showing a PC): on the left side

Examples:

Book: Single author

In-text citation: (Pegrum, 2009:29)

Pegrum, M. (2009). *From blogs to bombs: The future of electronic technologies in education*. Crawley, W.A: UWA Publishing.

SELF-STUDY TEMPLATES:

These templates include exercises for practice (iLab) and reflection, I Think).

- Titel: iLab Activity, iThink
- Personal address ('you')
- Imperative
- Activities vs tasks for students

REFLECTION TEMPLATES (NOT MANDATORY):

- Titel: iThink
- Critical thinking
- Use bullet points, where possible
- If text, keep it short 😊
- Use the same picture for all reflection templates (light bulbs)

VISUALS:

- Consistency
- Same intro templates (same picture) within a Module

Same picture for literature template (PC) - iRead

Same picture for reflection template - iThink

Same picture for self-study template (iLab) – Lucia/Marko

Intro templates – within each Module

PROOFREADING

- Proofread your Module in accordance with the conventions and principles of the Style Guide
- Send me your Module in PPP format (upload to 'Proofread in' folder)
- I'll proofread the text and send it back to you
- I'll mark my changes in red
- Start to put your texts into the cBook
- Proofreading 2