

## PE Make-Up Guidelines

1. Your report must be on one of the following: Organized sports, a well-known athlete, nutrition, physical fitness, or some recreational activity (backpacking, bicycling, surfing, etc.).
2. Your report must be no less than one page in length.
3. Your report may be handwritten or done on the computer. If it is completed on the computer, use double-spacing (triple-space between paragraphs), with one inch margins for the top, bottom and sides of the paper. If handwritten, use single spacing and observe margin indicators.
4. Your report must be typed or handwritten on one side of the paper only.
5. At the end of your report, create an "abbreviated bibliography." This bibliography does not count toward the page total mentioned earlier. Simply list the sources from where you got your report information (you need only give the title of the book and its author/editor to create your "abbreviated bibliography"). You must have at least two different sources for your report, only one of which may be an encyclopedia of any kind (on-line or cd-rom encyclopedias count as an encyclopedia; you may not use one of them and a hard bound encyclopedia!).
6. Your report must be written in your own words. Do not plagiarize. No credit will be given for simply copying material from a book, encyclopedia, or other source.
7. Your report should be grammatically correct. You should proofread for correct spelling, punctuation, capitalization, sentence structure, and other mechanics. Too many errors in these areas will reduce the points your report will earn.
8. Your report must be neat and legible.
9. Make certain that in the upper right hand corner of the first page of your report you write your name, the date of your absence, your period, and your PE roll number (if applicable). Illustrations are welcome but do not count toward the required page total.
10. Additional directions or suggestions may be given at the time you receive this handout. You will be held responsible for these requirements, so please do not forget them!