**ほんとう／うそ 　げんこうようし**

**Write a ばつ if you think the statement is うそ**

**and a まる if you think the statement isほんとう**

1. げんこうようし has between 200 and 300 squares.

*(F = 400)*

1. When writing on げんこうようし “vertically” the paper must be portrait and you write from right to left.

 *(F= landscape)*

1. Some examples of how げんこうようしcan be used is for write letters, essays, school entrance exams and assignments.

*(T)*

1. You must only ever put 1 hiragana, katakana, kanji character or punctuation mark in one げんこうようしsquare.

*(F – punctuation such as full stop or comma can also go in a box if it is at the end of a line.)*

1. When writing vertically - the small や、ゆ、よ are written in the top left hand side of a げんこうようしsquare.

*(F – top right hand side)*

1. When writing vertically - punctuation such as full stops and commas are written in the bottom right hand side of a げんこうようしsquare.

*(F –top right hand side)*

1. Start each new paragraph with one empty げんこうようしsquare.

*(T)*

1. When writing vertically - start an essay or letter with 3 empty boxes and then write the title or salutation (dear sir).

 *(T)*

1. When writing vertically - start the essay on the 3rd line of the げんこうようしpaper with the 2nd line left for the author’s name.

*(T)*

1. When writing vertically - to end a letter write the date and your name on the same line.

*(F – date is 2nd last line, 2 empty squares then the date, the name is on the last line with no empty boxes)*