

Weekly Dose Exercise Material without Question and Answer

"I was given a worksheet to transcribe, but it is confusing on how to format a direction without the list part below and it is not numbered. Should I do a 1-3 format?"

Answer: This is a great question; formatting exercise material correctly and consistently is important. This will help add clarity to your question.

RULE 10.3.4 Follow print format for instructions without specific question/answer activities. Paragraphs may be indented (3-1) or blocked (1-1).

[Adding thought, in the previous case, since it is not itemized material, formatting 1-3 would not be recommended. However, exercise questions with answer choices should follow these guidelines.]

RULE 10.4.2

- Treat an exercise set with subentries as a nested list.
- The main entry begins on cell 1. Each subentry level begins with two cells to the right of the previous level. All runovers begin two cells to the right of the farthest indented subentry.
 - Two levels: 1-5, 3-5
 - Three levels: 1-7, 3-7, 5-7
 - Four levels: 1-9, 3-9, 5-9, 7-9 etc.

Source: *Braille formats: Principal of Print-to-Braille*: Section 10