

## HOW TO ORGANIZE YOUR NOTEBOOK (YEARS 3 AND 4)

Use an A4 size stapled notebook with gridded pattern, specific just for this subject (Oxford, Papyrus or Pacsa). It must be covered in plastic in order to protect it. Name and year in the external cover in order to identify it easily

### 1. How to work on it

- **Title page** ("portada") in the **front page**. Write clearly and big enough the name of the subject. Include a **drawing or an artistic design** related to the subject and write your **data** in the bottom hand-right corner (name and surnames, year, group and group number). Add your teacher's name.
- Glue these **guidelines at the back of the front page** or title page. Every time you change your notebook take this page and stick it again in the new one.
- Glue the "**criterios de calificación**" and the **rubric in the back page**. They must be signed by your parents. This part of the notebook must be also used to glue general information. If you change your notebook you must also remove these pages to the new one.
- **Every unit must start in a new page (always the right-hand side)**. The title must be clearly written in capital letters, in an appropriate font size (around 2-3 centimetres) and with the same pen/marker colour. (It is up to you include a drawing related to the unit and the index of the unit. This is not compulsory).
- Every **subtitle** (parts of the unit) **must be written in lower case letters** and underlined in the same colour. In this case it is not necessary to start in a new page.
- In every page you must follow these guidelines:
  - Your **handwriting** must be clear, easily readable and in an appropriate size (neither too big nor too small).
  - **Margins**: you must respect 2cm at the top and at the left and 1cm at the bottom and at the right.
  - **Write only in black or blue ink**. You can use **green** to make corrections (to learn from your mistakes when you revise your notes and activities).
  - If you make a mistake use "tippex" (correction fluid) or cross it out with a single straight line and with parenthesis. **Avoid crossing-out**.
  - You must **write the date** in your notes everyday and in every material handed to you.
  - **Highlight the different tasks you are working with**: write them with capital letters and then encircle them with a line: **NOTES**, **SUMMARY**, **DO NOW**, **INDEX**...
  - **Pencil is not allowed to write**. It only can be used for drafts.
- **Maps** must be glued together with the physical features list.
- An **outline or thinking map** must be included at the end of every unit.
- **When underlining your notes do it in just one colour**. Using more than one can be confusing.
- Whenever you receive **handouts** or even your own **works** -once corrected- they **must be pasted** in the appropriate unit with the correspondant date. **In order to avoid them protrude cut them carefully and paste them uniformly**. Don't leave any material loose.
- **Whenever you are absent you are responsible for completing your notebook**.

### 2. **Mind what you write**

- Organize your **notes into paragraphs**.
- **Every sentence starts with capital letter and ends with a full stop**.
- Whenever you do your class or homework **don't answer just in monosyllables**. Reflect on your answer and write the question if necessary.

3. **Mind aesthetics and be creative**: transform your notebook into an attractive tool to work with.
4. **Add as many pictures and drawings as you wish in order to make your notebook meaningful**.
5. **READ THESE GUIDELINES AS MANY TIMES AS YOU NEED**. If you follow them, you will early realize that most of what you learn comes from the way you work with what you are taught.