

HOW TO ORGANIZE YOUR NOTEBOOK (YEARS 1 AND 2) Geography and History



Use an A4 size stapled notebook with gridded pattern, specific just for this subject (Oxford, Pacsa...). Its pages must be thick enough (90 grammes). It must be **covered in plastic** in order to protect it. **Label it:** Write your name, the subject and the school 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/next 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 **recycled envelope** for the rubric in the **back page**. They must be signed by your parents. If you change your notebook, remove these documents to the new one.
 - **Every term must start in a single new page.**
 - **Every unit must start in a new page (always on 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.
 - 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.
 - Tables, social pyramids, pop. pyramids, timelines and others should follow the notebook pattern.
 - **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 cross it out with a single straight line. **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 should be used for drafts.
 - **Maps** must be glued together with the physical features list.
 - An **outline or thinking map (mind 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 your write**
- Organize your **notes into paragraphs.**
 - **Every sentence starts with capital letter and ends with a period.**
 - Whenever you do your class or homework **don't answer just in monosyllables.** Reflect on your answer and write the question if it is required.
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 the better you work the more you learn.

USE CAMSCANNER TO CAPTURE AND CONVERT TO PDFS THE PAGES OF YOUR NOTEBOOK.
THEN UPLOAD THEM TO GOOGLE CLASSROOM IN JUST ONE FILE