
Name

Date

Group

How to Organize
Your Geography and History/Reading Workshop
3-Ring Binder and
Avoid the Pitfalls of the Airplane Test

Don't throw any thing away. At the end of the quarter most of it will stay in your notebook, some might be stored in a folder in your locker. Here's how to do it:

- All handouts should have a three-line heading on them; **file them in your binder not on your clipboard.** Keep them in good condition. Use those nifty hole reinforcements if the holes become torn.
- Update the table of contents (always a pink sheet and the first sheet in each section) with the name of the handout and the date.
- Number each handout in the upper right-hand corner of the paper. Circle the number so it stands out.
- Put the numbered handouts/papers in your notebook in the same order as they appear on the table of contents pink sheet.
- Always keep your notebook neat and organized. **File handouts/papers in your binder not on your clipboard.**
- If you are missing any handout, go to the blog (<http://ajviens.edublogs.org>) and print a copy for your notebook.

How to Organize Your Notebook into Sections

1. You will need **6 section dividers** for your binder. Here's what you need them for:

- Poetry
- Reading Workshop
- Geography/History Handouts
- Map Projects
- Special Projects
- Vocabulary (Keep vocabulary words in alphabetical order.)

ALL POINTS BULLETIN:

From the Lander Lady, Katie, and Dorothy. See you over the rainbow. Wait, wait! Not so fast Little Joe. Be ready for the future: **STAY ORGANIZED. A final thought from the ladies, "If your notebook can't soar like an eagle, at least make it gobble like a turkey."**

That's it. You're done. You've passed the first challenge for the year. Your geography and history/reading workshop 3-ring binder is a sight to behold. You feel good, your notebook feels good, and all is right with the world.