

## GUIDELINES FOR THE NOTEBOOK

- The notebook might be spiral-bound notebook or ring binder. It should be DIN A-4 paper size
- State clearly the units, sections, questions, etc.
- Page number should be written when using a ring binder.
- The first page of each unit should have a blank space for the elaboration of a glossary.
- Any material given (photocopies, mostly) should be included in the notebook, putting the date in the document. For those with ring binder, make the holes and include it in order. For those with spiral-bound notebook, you can include it in the notebook (stapling or sticking it), but you can also have a file for photocopies.
- The use of pencil for writing is forbidden. Everything should be written with a pen (blue for the body of the text, red or black for the titles and wordings of exercises). The use of felted pens in the classroom is not allowed as well (but you might decorate at home if you wish so).
- The notebook/ring binder (and the file for photocopies) will be checked on a regular basis, and it is a part of the final mark of the term. The elements taken into account will be the following:
  - Presentation and cleanliness
    - Crossings: You might correct putting the word, sentence, graph or map in brackets, and crossing it with a line (~~EXAMPLE~~).
    - Clear headings
    - Order
  - Orthography
  - To up-the-date with the activities
    - Notes and diagrams
    - Exercises

Pedro Flores  
Social Sciences