

# World History Binder

## **Tabs**

You will label your tabs using Roman Numerals (I, II, III, IV, V, VI, VII, VIII...). You will have a table of contents in the front of your binder that will have the titles for each divider.

## **Table of Contents & Unit Schedule**

The first page of each section will be the table of contents for that section. You will be given a blank table of contents for each section that you must cut out and tape to the inside cover of the divider (LT side). You must keep up this table of contents throughout the unit. You will also be given a Unit Schedule, that will also need to cut out and taped to the first page (RT side).

## **Page Numbering**

All right side pages of your binder must be numbered with odd numbers in the bottom right corner. Each section of your binder will start with 1...don't carry over numbers from one section to the next.

## **Note Taking**

Your notes will have a "left side, right side" orientation for you to record, organize and process new information. Each new set of notes will start on a new, right side page. Each new set of notes must have a title written on the top line of the page. Titles will be found on your unit schedules. Notes should be taken in black ink.

Each time a bullet (•) is encountered in your notes you will summarize it in your words using telegraphic sentences. You are required to fit the notes in the designated area on the RT side. This will require that you paraphrase from the lecture.

## **Key Terms (People, Places, or Things)**

These items should be included in your notes as you should expect to see both on quizzes & tests. They will appear in red during the lecture. You will use your YELLOW highlighter to mark each Key Term. It is critical that your notes offer an explanation of these Key Terms.

## **Target Questions**

For each bullet, a reflective "on the surface" question will be written in RED in the left column next to the corresponding bullet. These questions will be recorded at the end of the lecture. You will underline the answers to the Target Questions with your RED. If you don't have the answer in your bullet, add it.

## **IDs**

IDs will be underlined in your notes. Each time you encounter an ID, you must underline it in your notes. After the lecture has ended, record the IDs in RED and copy the definition in BLUE. You will find the definitions in your glossary. You must copy the exact definition from the glossary.

## **Essential Questions**

You will be given a question(s) at the conclusion of the lecture. You will copy the question in RED and write your answer in BLUE ink using complete sentences. Essentials are comprehensive throughout the semester. How many sentences should you write? One for each bullet of notes.

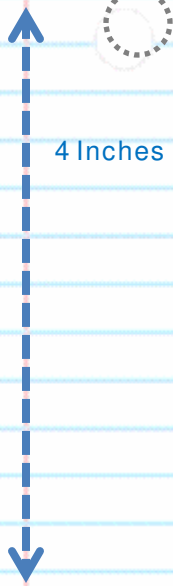
## **Visuals**

You will be given a page of Visuals on the Introduction Day that starts each Unit. You will carefully and neatly cut out this Images and tape them in the Visual section. You then use your RED to give the Visual a SPECIFIC title relating to the topic of the day.

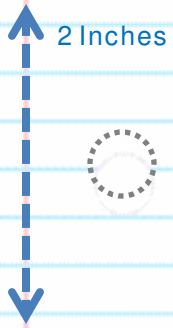


**IDs – Write the word in RED (Should be underlined in your notes) and use BLUE for the definition. Number each ID from 1-??. Make sure that you keep the number & word to the extreme left of the page. You must use your Glossary for each definition.**

**Visuals– Will be given on the Introduction Day that starts each Unit. They must be cut out neatly along the border. They must be taped in this area using one piece of tape for each edge. You will use your RED to correctly identify each Visual.**



**Essentials – Write the Question in RED and the answer in BLUE. Answers must be in complete sentences. Essentials will be in on the final slide of the notes each day. Your essentials will be the comprehensive throughout the semester. 1 sentence per bullet.**



# TITLE of NOTES

BLACK

DATE

BLACK

## Question Column

## Notes Column

- You question from the bullet to the right should be done in **RED** Ink.
- Questions should be lined up with the correct Bullet. They will be given at the conclusion of the notes.
- Answers to the Target questions must be underlined in **RED**. If you don't have the answer, add it to your notes.

- Paraphrase for each bullet in the lecture by writing in sentences using your own words. You must conserve space as each lecture should translate to 1 page of notes. Notes must be recorded using **BLACK** ink. Make sure you include all IDs (highlight) in your notes.
1. **RECORD:** During the lecture, use the Notes Column to record the lecture by using telegraphic sentences. Every time you see a bullet in the lecture, you should have a bullet in your notes
  2. **QUESTIONS:** As soon as you finish your Summary, formulate questions based on the notes in the right-hand column. Your questions will help you clarify meanings, reveal relationships, establish continuity and strength memory, Also, the writing of questions sets the stage for studying for exams later.
  3. **REFLECT:** Cover the Notes Column with a sheet of paper. Then, looking at the questions you created, say aloud, in your own words, the answers to the questions.
  4. **REVIEW:** Spend at least 10 minutes a day reviewing your previous notes. If you do, you'll retain a great deal for current use, as well as, for the test.

2 Inches



Required Reading Questions:  
Write the questions using **RED**. Make sure you number these questions (1,2,3).

Required Reading Answers:  
Answers should be numbered to match the questions to the left. You should number and answer using **BLUE**.  
Answers must be in complete sentences.

2 Inches



# World History Notebook Checklist

## Before Class

- \_\_\_\_\_ You have numbered all pages in the unit
- \_\_\_\_\_ You have inserted the necessary black lines
- \_\_\_\_\_ The day's title is written in the upper right hand corner of the right side page & date in the upper left hand corner.
- \_\_\_\_\_ Title, Date and Page # on the Table of Contents

## During the Lecture

- \_\_\_\_\_ Notes are taken in black ink – paraphrase!
- \_\_\_\_\_ IDs are underlined
- \_\_\_\_\_ Key Terms are highlighted
- \_\_\_\_\_ Label the Visuals
- \_\_\_\_\_ Record the Target Questions
- \_\_\_\_\_ Record the Required Reading Questions
- \_\_\_\_\_ Record the Essential Question

**\* DON'T work ahead during the lecture.**

**\*\* BLACK and HIGHLIGHTER during the lecture | RED and BLUE after the lecture.**

## After the Lecture (In class...or if time is not made available, at home)

- \_\_\_\_\_ All IDs are written on the left side page with definitions from the glossary
- \_\_\_\_\_ Essential Question is answered
- \_\_\_\_\_ Answers to the Target Questions are underlined
- \_\_\_\_\_ Required Reading Questions are answered