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A. What should I do before class begins?

There are several important things you should do before school and before every class period. If you follow these guidelines, you will be able to learn, your classmates will be able to learn, and your teacher will be able to teach.

1. Bring the materials I need.

2. Arrive on time.**3. Enter quietly and go to my desk.**

If my teacher is not busy, say hello.

4. Get ready for the first activity.

Put away everything that I don't need.

B. Answer these questions.**1.** Which of these before-class guidelines will you work on this year?

2. Why is following the before-class guidelines important to you?

3. Why is following the before-class guidelines important to your classmates?

4. Why is following the before-class guidelines important to your teacher?

A. What should I do during class?

When you are in class, there are several guidelines you should follow. If you follow these guidelines, you will be able to _____, your classmates will be able to _____ and your teacher will be able to _____.

1. Follow the classroom rules.

2. Listen carefully.

- LOOK at my teacher.
- THINK about what my teacher is saying.

3. Work during class.

- Use class time to complete assignments.
- Work by myself unless the teacher tells me to work with another student.

4. Ask for help when I need it.

- State my question clearly.
- Listen to my teacher.
- Thank my teacher.

B. Answer these questions.

1. Which of the classroom rules do you believe is the most important?

2. Which classroom rules do you particularly need to work on this year?

3. What can you do to improve how you listen in class?

4. What should you do when an assignment is given?

a. _____

b. _____

5. What should you do if you are uncertain about how to do an assignment?

6. What should you do when you ask for help?

a. _____

b. _____

c. _____

LESSON 3

Using an Assignment Calendar Writing Entries

A. Abbreviations for Subjects

Reading	= Rdg.	Social Studies	= S.S.	English	= Eng.
Mathematics	= Maths	Spelling	= Sp.	_____	= _____
Science	= Sci.	English	= Eng.	_____	= _____

B. Writing Abbreviations for Subjects

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

C. Abbreviations and Symbols

page = p.	chapter = ch.	workbook = wkbk.	through = —
pages = pp.	book = bk.	and = &	questions = ?'s

D. Writing Abbreviations and Symbols

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

E. Calendar Entries

1. Maths – pp. 42 & 43
2. Eng. – Do exercise on p. 32.
3. Sci. – ?'s pp. 87–89

F. Listen to your teacher and write the calendar entry.

1. _____
2. _____
3. _____
4. _____
5. _____

LESSON 4

Using an Assignment Calendar Writing Entries

D. Monthly Assignment Calendar

MAY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

E. Find the date when the assignment was given. Read the teacher's directions. Write the entry on the calendar.

1. Find 8 May. During English class, the teacher said, "Do the exercise on page 43. It will be due tomorrow."
2. Find 10 May. At the end of mathematics class, the teacher said, "The test on chapter 8 will be next Monday."
3. Find 15 May. At the end of science class, the teacher said, "Your project on plants is due this Friday."
4. Find 16 May. During English class, the teacher said, "Your newspaper article on a school event is due in one week."
5. Find 28 May. At the end of the spelling lesson, the teacher said, "Write sentences using each of your spelling words. This will be handed in tomorrow."

LESSON 5

Using an Assignment Calendar Dividing Assignments into Tasks

- C.** Megan's assignment: On 3 March, her teacher said, "Read a novel and write a description of one character. Your work is due on 17 March."

Task	Due Date
1. Select a book	_____
2. Finish reading book	_____
3. Write first draft	_____
4. Write final draft	_____
Hand in work	17 March

- D.** Zachary's assignment: On 14 March, his teacher said, "Write a report about one country. Discuss the economy, the language and the culture. Your report is due on 28 March."

Task	Due Date
1. Select country	_____
2. Find information about country	_____
3. Take notes on topic	_____
4. Write first draft	_____
5. Write final draft	_____
Hand in report	28 March

- E.** Grace's assignment: On 16 March, her teacher said, "Read a biography about a famous Australian. Write a report that discusses three important things this person did. Your report is due on 29 March."

Task	Due Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Hand in report	29 March

- F.** Briana's assignment: On 17 March, her teacher said, "Make a poster about safety in the home or at school. Your poster must have a message and be attractive. Your poster will be displayed on 30 March."

Task	Due Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Hand in report	30 March

LESSON 6

Using an Assignment Calendar Planning Ahead

A. Linda's assignment: On 9 January, Linda's social studies teacher said, "Write a three-page report on an Australian Prime Minister. Your report is due 24 January."

Task	Due Date
1. Pick PM	11 January
2. Find books about PM	14 January
3. Take notes from books	16 January
4. Write outline	18 January
5. Write first draft	21 January
6. Write final draft	23 January
Hand in report	24 January

Name *Linda*

JANUARY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	1	2	3	4	5	6
7	8	9	10	11 S.S. – PM report – select PM	12	13
14 S.S. – PM report – find books	15	16 S.S. – PM report – take notes	17	18 S.S. – PM report – write outline	19	20
21 S.S. – PM report – write first draft	22	23 S.S. – PM report – write final draft	24 S.S. – Report on PM	25	26	27
28	29	30	31			

A. Gabriella's paper

Gabriella Martinez
November 5, 2012
page 79

Hercules

Hercules was the most famous of the Greek heroes. He was the son of Jupiter and Alcmene.

~~But~~ Eurystheus made Hercules do twelve labors although these were very difficult, Hercules was able to ~~comp~~ complete them all.

He was known as the avenger of the oppressed.

Look carefully at Gabriella's paper. Circle yes or no.

H = Heading

- | | | |
|--------------------------|-----|----|
| 1. First and last name | yes | no |
| 2. Date | yes | no |
| 3. Subject | yes | no |
| 4. Page number if needed | yes | no |

O = Organised

- | | | |
|--|-----|----|
| 1. On the front side of the paper | yes | no |
| 2. Left margin | yes | no |
| 3. Right margin | yes | no |
| 4. At least one blank line at the top | yes | no |
| 5. At least one blank line at the bottom | yes | no |
| 6. Good spacing | yes | no |

W = Written neatly

- | | | |
|---------------------------------------|-----|----|
| 1. Letters and numbers on the lines | yes | no |
| 2. Letters and numbers written neatly | yes | no |
| 3. Neat erasing or crossing out | yes | no |

B. Take out a piece of paper. Copy and solve these maths problems. Be sure that you remember **HOW** your paper should look.

$$\begin{array}{r} 1. \quad 912 \times \\ 3 \quad \underline{\hspace{2cm}} \end{array}$$

$$\begin{array}{r} 3. \quad 465 + \\ 487 \quad \underline{\hspace{2cm}} \end{array}$$

$$5. \quad 6 \overline{)150}$$

$$\begin{array}{r} 7. \quad 628 - \\ 99 \quad \underline{\hspace{2cm}} \end{array}$$

$$2. \quad 4 \overline{)964}$$

$$\begin{array}{r} 4. \quad 812 - \\ 73 \quad \underline{\hspace{2cm}} \end{array}$$

$$\begin{array}{r} 6. \quad 423 \times \\ 2 \quad \underline{\hspace{2cm}} \end{array}$$

$$8. \quad 12 \overline{)192}$$

C. Look carefully at your paper. Circle **yes** or **no**.

H = Heading

1. First and last name
2. Date
3. Subject
4. Page number if needed

Me

- | | |
|-----|----|
| yes | no |
| yes | no |
| yes | no |
| yes | no |

My Classmate

- | | |
|-----|----|
| yes | no |
| yes | no |
| yes | no |
| yes | no |

O = Organised

1. On the front side of the paper
2. Left margin
3. Right margin
4. At least one blank line at the top
5. At least one blank line at the bottom
6. Good spacing

- | | |
|-----|----|
| yes | no |
| yes | no |
| yes | no |
| yes | no |
| yes | no |
| yes | no |

- | | |
|-----|----|
| yes | no |
| yes | no |
| yes | no |
| yes | no |
| yes | no |
| yes | no |

W = Written neatly

1. Letters and numbers on the lines
2. Letters and numbers written neatly
3. Neat erasing or crossing out

- | | |
|-----|----|
| yes | no |
| yes | no |
| yes | no |

- | | |
|-----|----|
| yes | no |
| yes | no |
| yes | no |

D. Give your paper and your Student Book to a classmate. Have him or her look at your paper and circle **yes** or **no** for each item.