

PRE – CLASS PREPARATION FORM

name : _____

ch/sc : _____

date : _____

I PREPARATION – to be done before the day of discussion/lesson

Pre-reading the section Pre-reading only takes a few minutes and is very helpful in making the most of your study time. Here are a few ideas on how to pre-read your textbook: skim the reading, look for vocabulary words in bold or italic, skim boxed information, and skim examples.

Actively read the section Now that you have pre-read the section, you are ready to read it thoroughly. While you are reading, you can write down the vocabulary words and definitions and create a visual organizer. Make it concise, but complete.

Vocabulary words and definitions are completed.

Visual organizer or concept map is completed.

Start the activities and your homework After preparing for the section, you will often find that you feel ready to start the recommended activities and homework. After all, the material is still fresh in your mind, and it will also help you clarify what questions you may want to ask during the class discussion the following day/session.

II PRACTICE – after the class discussion/lesson

Complete your homework Complete the assigned activities and homework problems with all work shown and answers clearly indicated. An answer to a word problem must be in a sentence form with the appropriate units. Graphs are to be done on graph paper. Note that neatness and organization will be part of the grading. Each section set is to be handed in stapled together with this form as its cover page.

Activities and homework problems are completed, correct and of high quality when turned in.

III REFLECTION – to be done after homework is completed

Please reflect on the section that you have just completed by writing one or two sentences about what you learned in it. In particular, what concept was important, what area of difficulty you still have, if any, and what actions do you plan to take to overcome it.

In general :

- staple form, activities and homework
- arrange problems in numerical order
- arrange pages in sequence
- show work and steps not just answers
- use appropriate symbols & notations
- answer in simplified exact values
- decimal approximations if requested
- accuracy matters
- scratch works belong to scratch paper
- trim raggedy edges
- neatness counts

In applications :

- sketch with tools if possible
- define variables specifically
- set up equations when appropriate
- set up inequalities when appropriate
- set up functions when appropriate
- algebraic approach, not guess & check
- write answers in sentence form
- write answers with units

For graphs :

- keep a problem and its graph together
- do graphs on graph paper
- use a ruler where appropriate
- use a compass to draw circles
- label axes
- provide axes with scales

please turn in the assigned activities and the to-be-graded exercises only