



eBook

***PLANNING YOUR BLACKBOARD/
WHITEBOARD PROJECTIONS
AND STUDENT NOTEBOOK ENTRIES***

*A Practical Resource for
Beginning and Experienced Teachers*

2021

For the sole use of the webinar participant and eBook recipient

Note: This is the fifth eBook in the “Art of Teaching” webinar series



Intellectual Content (Bendel Services Inc.), Images (Creative Commons)

Section 1: Introduction

Introduction

This *eBook* is the fifth in a series on The Art of Teaching and focuses on organizing the blackboard/whiteboard for clarity of meaning as well as for teaching organizational skills. But it goes farther than that. It explores the relationship among reading and its sub-skills and the implications for organizing information on a blackboard or white board or on a pre-designed projection. Finally, it looks at the student notebook and its possible uses for a variety of purposes in enhancing student skills and learning.

The student notebook has long been a mainstay in the classrooms all over the world replacing in most countries the famous slate on which entries were made. But a quick review of the literature doesn't reveal a great deal on the student notebook and its place in the continuum of learning. It is simply taken for granted that, "*Students will need a notebook*". This writer was touring India and visited schools in 2018. In each school he asked what supplies were most needed in the school as a prelude to making a donation to the school. The answer was always the same: "Notebooks."

Given the fact that the post-modern age highlights the notion that this is "the information age," it is intriguing to realize that the basic student notebook which is, after all, nothing more than an information vehicle to collect, organize and make available important information, is neglected in terms of its other possible uses.

So — reading, board notes and student notebooks on a single continuum — here we go!

How this eBook is Organized

This *eBook* includes the following six sections:

[Section 2: Background](#)

- Introduction: Visual Organization and Mental Images
- The "4 R's"
 - Reading/Writing
 - Representation
 - Recording
 - Recalling

[Section 3: Basic Reading Sub-Skills and a Caveat](#)

- Vocabulary
- Main Idea
- Supporting Detail
- Sequencing
- Cause and Effect
- A Caveat

[Section 4: Clues for the Visual Organization of the Backboard/Whiteboard/Projections](#)

- Content of a Board Note
- The Use of Tools and Symbols: Translating Reading Skills into Board Organization
- A Suggestion for Handling “Emergent Information” from Student Responses
- When to Copy

[Section 5: Setting up the Notebook as a Learning Aid for Information Management](#)

- Introduction
- Your “Notebook” - The Unit and Lesson Plan: Modelling
- The Student Notebook: Suggested Form
 - Unit Dividers as Table of Contents
 - Numbers, Titles and Dates
 - Colour Coding at Its Uses
 - Notebook Evaluation
 - Record of Tests and Assignments

[Section 6: Using the Student Notebook as a Learning Aid for Information Management](#)

- Introduction
- A Built-In Vehicle for Teaching Organization and Reference/Recall
- Using the Notebook:
 - The Importance of “Notebook Days”
 - For Tests and Assignment Preparation
 - As a Subject for Anticipatory Set Exercises or a “Friday Afternoon Game”
 - For Running Records of Performance
 - For a Communication Device

[Section 7: Conclusion](#)

[Appendices:](#)

Appendix A - Unit Divider

Appendix B - Record of My Tests & Assignments

Appendix C - Glossary of Terms

Appendix D - Evaluation of the Notebook

Appendix E - Board Outline (Excerpt from Lesson Plan)