

**Notebook instructions**

You should think of the notebook as a semester-long project that you add to and improve throughout the semester. Your effort comprises a major portion of the final notebook grade. Consequently, I will announce the due date of this project.

**I.** You need a 1, 2 or 3” binder and seven dividers. Your notebook should be divided into the following sections. (Dividers must be written in Spanish- you should do this by hand) ☺

1. El programa del curso (Syllabus)
2. Vocabulario
3. Párrafo
4. Gramática
5. Cultura
6. Apuntes
7. Handouts/Cuaderno de práctica

**II. Additional information on each section of your notebook****“El programa del curso” section**

Include the notebook instructions, a course syllabus, and any other material announced in class.

**“Vocabulario” section**

1. Define 10-12 vocabulary words from each chapter studied. These definitions will be **due at the beginning of a new chapter**. I will read and return them to you for a second look; that is a rewrite. On your rewrites, you will indicate your corrections by highlighting or underlying them with a red pen. Now, let’s take a look at how to write these definitions. Before writing your definitions, it would be a good idea to brainstorm some of the qualities/properties/characteristics that you associate with the word. In addition, you should consider how the word functions in speech or writing; that is, is it a noun, verb, adjective, or adverb. For example, *abuelo*: qualities/properties/characteristics: persona mayor (polite for old) [this might depend on your own experience] padre de mis padres, amor, etc. Now that we have determined that *abuelo* is a person, we can combine one of the phrases with the qualities we have just identified to help us define the word. Definition: *Abuelo* – es una persona mayor que es el padre de mi padre o de mi madre. Yo le amo mucho.

Furthermore, you might want to use “circumlocution” to help you define new words. What is circumlocution? Circumlocution is a way of communicating what you want to say when you cannot remember or do not know the exact word in Spanish. It is like ‘talking around’ the word. Being able to ‘talk around a word’ allows us to keep communicating when we cannot think of ‘just the right word’. It involves describing or defining the quality or properties of words and/or situations/conditions in which the word is used. Therefore, we write definitions to practice this strategy for communication.

You might find it helpful to use the following phrases:

Frases en español	Phrases in English
Es un objeto que se usa para...	It is an object used for...
Es lo que se hace cuando...	It is what one does when...
Es lo que hace(n)... cuando...	It is what they do... when...
Es una condición o estado en que ...	It is a condition or state in which...
Es algo que se usa para...	It is something used for...
Es una persona que...	It is a person that...
Es sinónimo de...	It is a synonym for...
Es antónimo de...	It is an antonym for...
Se parece a...	It looks like...
Suena como...	It sounds like...
Es una bebida/un alimento que...	It is a drink/food that...

Es una palabra que se usa cuando...	It is a word that is used when...
Significa que...	It means that...

2. At the beginning of each chapter, write out a list of all active vocabulary. In the notebook, place the list under your vocabulary definitions for the current chapter. **THE LIST OF ALL ACTIVE VOCABULARY MUST BE WRITTEN BY HAND!** The list is **due at the beginning of each chapter.**

#### **“Párrafo” section**

Write one paragraph per chapter. Incorporate 15-20 new words in the paragraph. This should be an original paragraph in which you demonstrate the ability to use correctly newly acquired words and grammatical concepts. Furthermore, this needs to be a logical paragraph in which you reflect on the theme(s) of the chapter. The emphasis is on the originality and correct usage of vocabulary and grammatical concepts. Your paragraph may be typed or hand-written. If using computers, all work must be double-spaced, typed in Times New Roman-12 point. If you choose to write it by hand, you must skip lines, do not write front/back- write **ONLY** on the front of your paper, and number the pages. All paragraphs will be **due on the 7<sup>th</sup> day of each chapter.** All rewrites are **due the day after the paragraphs (with my feedback) have been returned** to you.

#### **“Gramática” section**

From each chapter, choose 3-4 grammatical concepts and write them out. Give specific examples from the book, and then write at least two of your own examples for that grammatical point. Label each page so that I know exactly the chapter and page numbers you are referring to. You may write on one page all 3-4 concepts or you may choose to write each concept on a separate sheet of paper. **Due: the 4<sup>th</sup> day of each chapter.**

#### **“Cultura” section**

From each chapter, choose 3-4 cultural aspects, write them out, and comment on them. I would like for you to express your ideas in Spanish; however, sometimes you may not be able to. In that case, it is fine to write your comments in English. Make sure to reference each comment by giving me the chapter, section, and page numbers you are referring to. **Due: the last day of each chapter.**

#### **“Apuntes” section**

1. This section is designed for your daily notes from class. Anything you write down from the board, from a power point etc., goes into this section.
2. Please make sure to date each page.

#### **“Handouts/ Cuaderno de práctica” section**

This section is designed **ONLY** for handouts of any kind and workbook pages. Some handouts may pertain to culture, grammar or vocabulary section; however, all handouts should be placed in the handout section.

Your notebook is a **MAJOR** project and it should be taken seriously! Keep it neat and well organized at all times. If you have any questions, please let me know as soon as they arise. Periodically, I will ask to see your notebook. There will be a final grade on this project for which you will receive separate instructions later in the semester. **KEEP UP WITH ALL MATERIALS** as they all will be needed to receive a full credit for your notebook. I will not make any extra copies of anything. If you do not have a handout or an item needed for your notebook because you lost it (or some other unacceptable reason), you will lose points.