USING FOLDERS TO ORGANISE YOUR PAPERS FOR SCHOOL

Some students have a separate folder for each subject. If this works for you then fine, but it means you are dragging lots of different folders back and forth to school and it is easy to end up taking the wrong folder to school. Also these folders start getting really thick and before you know it sheets are falling out and you are lugging huge amounts of papers back and forth to school each day.

A better way is to have one folder only that you take to school with dividers in it for each of your subjects.

You then either use loose leaf paper or a lecture pad for each subject (A4 booklet hole punched so it can go in a folder). Loose leaf paper is probably better as when you are given sheets you can put them into your folder in order in between your own notes rather than having to stick the sheets into the lecture pad or have them at the back of that section out of order.

You only keep the current topic for each subject in this one folder that you take back and forth to school.

At home you have a separate folder for each subject. These folders just stay at home.

Every time you finish a topic (or if it is really large then maybe part of a topic), you take that topic out of your school folder and put it in your subject folder at home. Make sure you sort it out and organise it before you file it into the subject folder at home.

ADVANTAGES

There are two main advantages to this system.

- Firstly, you need only bring one folder to school each day and it means you don’t end up bringing the wrong folder on the wrong day.

- It also means that if you leave your folder on the bus, you don’t lose an entire year’s work in one subject, you just lose a little of the most recent work from each subject.
AN ALTERNATIVE APPROACH:

SORTING YOUR NOTES

In your folders at home, ensure you have dividers for each topic. An index at the front of the folder listing the topics you have covered so far is also a good idea. You may like to think of further sorting your notes within each topic into three more sections:

1. Things you need to learn: material you will need to make study notes from.
2. Things you need to practise: good sets of questions, past essays, past tests.
3. Things you don’t need to use again: supporting material that will not be relevant for the examinations or may rarely need to be referred to again.

STUDY NOTES

Also have a display folder for each subject to keep study notes and summaries in. It is a good idea to keep your study notes separate from your class notes.