T H E D E PA R T M E N T O F E D U C A T IO N O F T H E C I T Y O F N E W Y O R K

NEW UTRECHT HIGH SCHOOL

***1601 80th Street, Brooklyn, NY 11214***

***voice: (718) 232-2500 fax: (718) 259-5526***

**Maureen A. Goldfarb, Principal Svetlana Litvin, AP/Mathematics and Technology Department**

**Academy of Business and Technology**

**Why You Need a Notebook**

Students learn in many ways. You learn by listening, by speaking, by hands-on work, and by writing. It is not enough for your teacher to tell you something. If you are to remember it, you will need to say it and see it more than once. It helps to hear others say it. When it’s about technology you can probably practice doing whatever needs to be learned.

**How Your Notebook Helps You**

Writing something usually helps clarify hazy points, even if it is to show you that you do not understand what you need to know. Often you may think you understand how an assignment is to be done, but when it comes to doing it, you find you are having trouble. A good notebook helps you do your work better. It also helps you to review important information, especially when the assignment is difficult. Whatever your teacher has taken the time to put on the board must be considered important, and must be accurately recorded in your notebook. It is the most important material of the lesson. Whenever you study your notes you are increasing your knowledge and your chance of doing well on examinations and in other aspects of the class.

**Why Your Notebook Is Important**

Your notebook will be a factor in determining your grade. You need to bring your notebook to class every day. Consider your notebook a critical piece of equipment you are bringing to work with you. And don’t forget to bring something to write with. If you are absent on a given day, it is up to you to obtain the proper notes taken and handouts given out during the time you were away. When you take notes, you need to start each day’s work on a new page, with the date written on the top of the page.

**About Homework**

Homework assignments help you learn in two ways. They help you review what was covered in class. They also help you prepare to learn the next lesson. Whatever form the homework takes, it helps you stay in the learning zone and become more knowledgeable about the subject area. Homework is to be done outside of classroom time in your notebook. If you type your assignments, be sure to place your homework in the notebook for safekeeping and presentation purposes. Notebooks are collected and reviewed once every marking period.