

Make a Plan

How to use this planner

Use this student planner to keep track of your school work, sports practice and classes, work commitments, course end dates, vacation dates, and social activities. The more you use it, the more useful it will become. Here's a quick overview to help you get the most out of this planner:

- **Look over the topics in the front section of the planner.** Read whatever grabs your attention now, and come back to other topics later when they feel relevant.
- **Take note of what is included in the Student Resources section** so you can refer back to it as needed throughout the year.
- **Familiarize yourself with the weekly planning pages.** You'll see "subject" spaces next to each section. Fill in these blanks with the courses you are taking and any other activities you want to plan into your schedule.
- **You can start using this planner at any time.** Write the date in the "Week of ____" column. You might also want to write the date for each day.
- **At the beginning of each week, look over your assignments** for the week in each subject and schedule them throughout the week in a way that works best for you.
- **At the end of the week, move uncompleted projects** into the next week's schedule.
- **Be realistic when filling in the weekly schedule** so you have enough time to do a thorough job on each assignment.
- **For larger projects or long-term projects, break them down** into smaller tasks and schedule each task in the planner. Make a note of the project's due date and then work backwards to make sure you have time to get all the pieces done. This will help you make steady progress and keep you from having to do a huge amount of work at the last minute.
- **Check off or cross out each task as it is completed.** Use a system that makes it obvious at a glance what has already been taken care of and what needs to be done.

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Sentence Structures

Four basic sentence types

Declarative: makes a statement (ends in a period)

The concert is tonight.

Imperative: gives a command (ends in a period)

Drive me to the concert.

Interrogative: asks a question (ends in a question mark)

Will you drive me to the concert?

Exclamatory: expresses strong emotion (ends in an exclamation point)

I'm going to the concert whether you drive me or not!

Four types of sentence construction

Simple: a single independent clause (can be very long or very short)

The way she was dressed gave me a shock.

Compound: multiple independent clauses

The way she was dressed gave me a shock, and I had to step back a few paces to take it all in.

Complex: one independent clause and one or more dependent clauses

When I first caught sight of her, the way she was dressed gave me a shock.

Compound-complex: multiple independent clauses and one or more dependent clauses

When I first caught sight of her, the way she was dressed gave me a shock, and although I questioned her taste based on the lime green striped top and Day-Glo orange polka dot shorts, I stepped back a few paces to take it all in and gave her a smile.

The Writing Process

Step 1: Note-taking

Brainstorm or research your topic. Take notes in your own words. Write down key ideas and supporting details and examples. Keep track of your sources.

Step 2: Outlining

Use notes to create a detailed outline. The more detailed your outline, the easier it is to write the rough draft.

Step 3: Writing the rough draft

Create a rough draft from your outline, filling in paragraphs using specific details. Don't worry about trying to phrase things exactly right. Just start writing down everything you'd like to include and keep writing. Don't stop to change things, make corrections—that all comes later in the revision phase. You have to start with a rough draft before you can improve it.

Step 4: Revising

Revise the rough draft to improve clarity and flow. This is the step that usually takes the most time. Look for places where more information is needed, or where the sequence of paragraphs or sentences within a paragraph could be changed to improve the flow of information. Check that your paragraphs stay on topic and you used a variety of sentence structures. Let your writing “rest” after revising. If possible, sleep on it, and go back to it the next day. You will be able to see it with fresh eyes and find ways to make it even more effective and meaningful.

Step 5: Editing

Revising differs from editing in that the writer makes significant changes to the piece during revision, but editing is focused on the details. Edit your revised draft to correct errors in punctuation, spelling, capitalization, and grammar. Check your writing for consistent verb tense and subject/verb agreement. Rework sentences that are unclear or too wordy. Never trust your computer's spell-checker—its amazing watt can bee missed.

Step 6: Proofreading the final version

After making all the changes, proofread the final version to correct any lingering errors. Look over your project one last time to make sure it is complete and that any changes made did not disturb the formatting. Careful proofreading will almost always turn up something that still needs fixing. It lets you put the polish on your hard work.



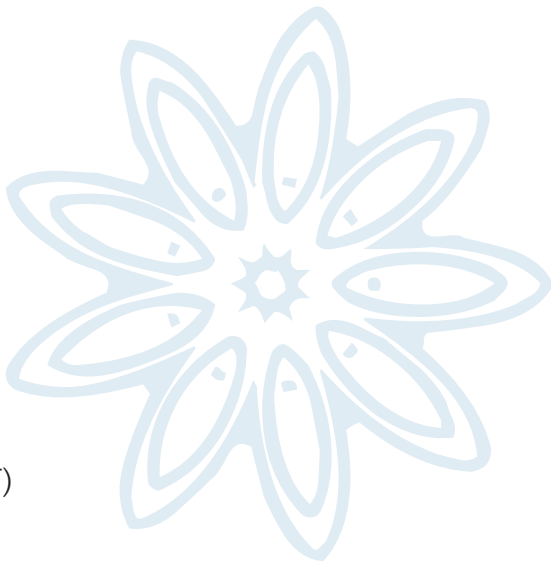
SCIENCE AND MATH RESOURCES

Units of measure and conversions

Unit	Equivalent
1 foot	12 inches
1 yard	3 feet
1 mile	5280 feet
1 tablespoon	3 teaspoons
1 cup	16 tablespoons
1 pint	2 cups
1 quart	2 pints
1 gallon	4 quarts
1 pound	16 ounces
1 ton	2000 pounds

Abbreviations

- millimeter (mm)
- centimeter (cm)
- meter (m)
- kilometer (km)
- milligram (mg)
- gram (gm)
- kilogram (kg)
- milliliter (mL)
- liter (L)
- inch (in)
- foot (ft)
- yard (yd)
- mile (mi)
- ounce (oz)
- pound (lb)
- teaspoon (t)
- tablespoon (T)
- cup (c)
- pint (pt)
- quart (qt)
- gallon (gal)
- Celsius (C)
- Fahrenheit (F)



Converting from metric to U.S. Customary

To convert from	To	Multiply by
millimeters	inches	0.03937
centimeters	inches	0.3937
meters	feet	3.2808
kilometers	miles	0.6214
gram	ounce	.0353
kilogram	pound	2.2046
liters	gallons	0.246
Celsius	Fahrenheit	1.8 and add 32

Converting from U.S. Customary to metric

To convert from	To	Multiply by
inches	millimeters	25.4
inches	centimeters	2.54
feet	meters	0.3048
miles	kilometers	1.609
ounce	gram	28.35
pound	kilogram	0.4536
gallons	liters	3.785
Fahrenheit	Celsius	subtract 32 and divide by 1.8

Scientific Method

A scientific experiment will always follow the steps of the scientific method:

Observation/Question: A question is formed about something that you have observed. The question should be brief, clear, and “testable.”

Hypothesis: An educated guess or prediction is made about what the answer to the question might be.

Experiment: A step-by-step process is developed to test the hypothesis. A controlled experiment takes into account and reduces the number of variables so the results are focused on the element being tested.

Results: Observations are recorded describing what happened during the experiment.

Conclusions: Comparisons are made between the hypothesis and what actually happened. The conclusion notes how the variables may have affected the experiment results.

	Monday	Tuesday	Wednesday
Subject			
Subject	SAMPLE		
Subject			
Subject	SAMPLE		
Subject			
Subject			

[illegible]

Learning Targets

The following learning targets give an overview of general abilities. High school students should be familiar with each learning target and working toward mastery. Middle school students can use these charts to identify strengths and areas that need work.

English	✓	Key Competencies
Paragraphing skills		Organize topics into paragraphs
		Demonstrate sentence variety in writing
		Compose paragraphs with topic sentences, supporting details, and concluding sentences
		Use paragraphs of different lengths
Writing process		Use notes to create a detailed outline
		Create a rough draft using contextual details to support ideas
		Revise rough draft to improve clarity and flow
		Edit revised draft to correct errors in punctuation, spelling, capitalization, and grammar
		Proofread final version to correct any lingering errors
Short story writing		Create distinct, believable characters
		Describe story setting with good detail
		Develop a plot with story problem, conflict, and resolution
		Demonstrate correct dialogue punctuation
Book review		Summarize key ideas or story events
		Analyze effectiveness of writing
		Express a specific opinion
		Present sound reasoning to support point of view

Social Studies	✓	Key Competencies
Geography		Identify locations on a map and globe
		Use latitude and longitude to specify locations
		Draw a map to scale with detail, color, and labels (including map legend and compass rose)
		Use map scale to determine distances
		Use cardinal and ordinal directions to navigate
History and Civics		Identify key components of different forms of governance
		Demonstrate ability to consider divergent perspectives
		Accurately recount historical details and events
		Put historical events in chronological order
		Identify persons of historical significance
Rhetoric		Present ideas and reasoning in logical order
		Speak with conviction and purpose
		Support claims with evidence and reasoning
		Respond to opponents and defend argument effectively
		Identify flaws in opponent's argument
		Reflect on your performance and identify ways to improve
Research report		Use a variety of relevant and reputable sources
		Identify key ideas and specific supporting details and examples
		Take detailed notes in your own words or use quotation marks and source references
		Use notes to create a detailed outline
		Incorporate relevant illustrations and graphics
		Write with originality
		Convey accurate information and factual details
		Demonstrate good paragraphing skills
		Acknowledge direct quotes using quotation marks and in-text citations
		Show evidence of revision, editing, and proofreading
		Compile works cited page using MLA citation format
		Show attention to detail in final presentation