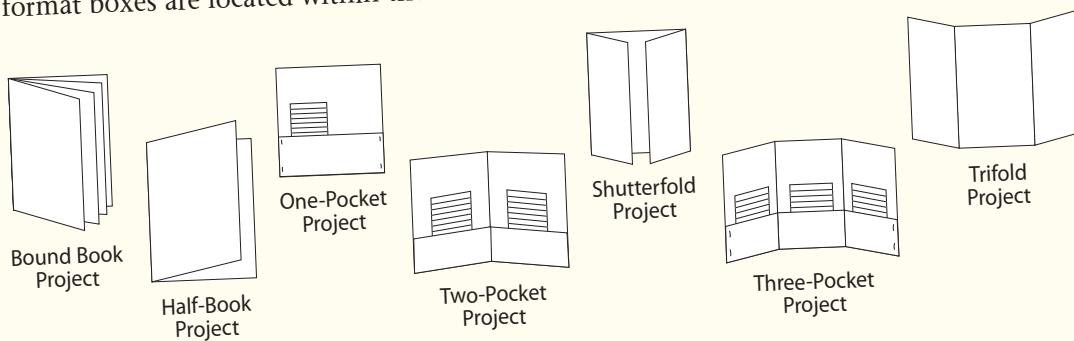


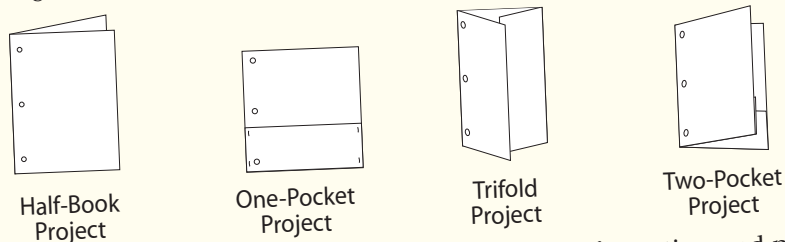
Student Study Guides & Instructions

By Dinah Zike

1. You will find suggestions for Study Guides, also known as Foldables or books, in each chapter lesson and as a final project. Look at the end of the chapter to determine the project format and glue the Foldables in place as you progress through the chapter lessons.
2. Creating the Foldables or books is simple and easy to do by using copy paper, art paper, and internet printouts. Photocopies of maps, diagrams, or your own illustrations may also be used for some of the Foldables. Notebook paper is the most common source of material for study guides and 83% of all Foldables are created from it. When folded to make books, notebook paper Foldables easily fit into 11" × 17" or 12" × 18" chapter projects with space left over. Foldables made using photocopy paper are slightly larger and they fit into Projects, but snugly. Use the least amount of glue, tape, and staples needed to assemble the Foldables.
3. Seven of the Foldables can be made using either small or large paper. When 11" × 17" or 12" × 18" paper is used, these become projects for housing smaller Foldables. Project format boxes are located within the instructions to remind you of this option.



4. Use one-gallon self-locking plastic bags to store your projects. Place strips of two-inch clear tape along the left, long side of the bag and punch holes through the taped edge. Cut the bottom corners off the bag so it will not hold air. Store this Project Portfolio inside a three-hole binder. To store a large collection of project bags, use a giant laundry-soap box. Holes can be punched in some of the Foldable Projects so they can be stored in a three-hole binder without using a plastic bag. Punch holes in the pocket books before gluing or stapling the pocket.



5. Maximize the use of the projects by collecting additional information and placing it on the back of the project and other unused spaces of the large Foldables.

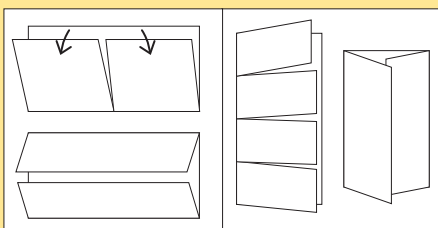
Half-Book Foldable® By Dinah Zike

Step 1 Fold a sheet of notebook or copy paper in half.

Label the exterior tab and use the inside space to write information.

PROJECT FORMAT

Use 11" × 17" or 12" × 18" paper on the horizontal axis to make a large project book.



Variations

Paper can be folded horizontally, like a *hamburger* or vertically, like a *hot dog*.

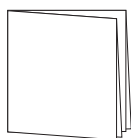


C Half-books can be folded so that one side is ½ inch longer than the other side. A title or question can be written on the extended tab.

Worksheet Foldable or Folded Book® By Dinah Zike

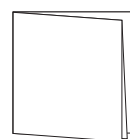
Step 1 Make a half-book (see above) using work sheets, internet print-outs, diagrams, or maps.

Step 2 Fold it in half again.

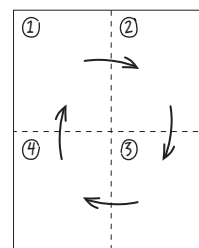


Variations

A This folded sheet as a small book with two pages can be used for comparing and contrasting, cause and effect, or other skills.



B When the sheet of paper is open, the four sections can be used separately or used collectively to show sequences or steps.

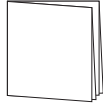


Two-Tab and Concept-Map Foldable® By Dinah Zike

- Step 1** Fold a sheet of notebook or copy paper in half vertically or horizontally.



- Step 2** Fold it in half again, as shown.

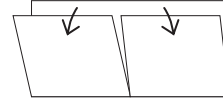


- Step 3** Unfold once and cut along the fold line or valley of the top flap to make two flaps.

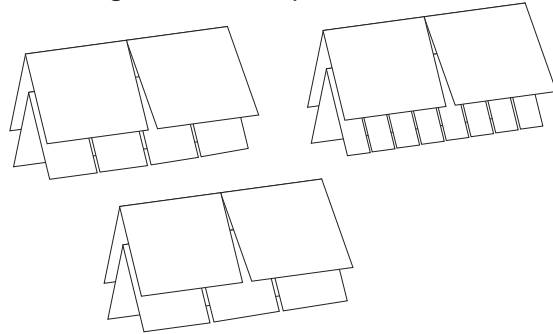


Variations

- A** Concept maps can be made by leaving a ½ inch tab at the top when folding the paper in half. Use arrows and labels to relate topics to the primary concept.

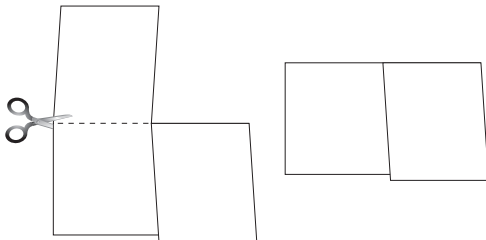


- B** Use two sheets of paper to make multiple page tab books. Glue or staple books together at the top fold.



Three-Quarter Foldable® By Dinah Zike

- Step 1** Make a two-tab book (see above) and cut the left tab off at the top of the fold line.

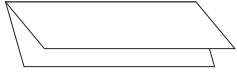


Variations

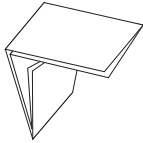
- A** Use this book to draw a diagram or a map on the exposed left tab. Write questions about the illustration on the top right tab and provide complete answers on the space under the tab.
- B** Compose a self-test using multiple choice answers for your questions. Include the correct answer with three wrong responses. The correct answers can be written on the back of the book or upside down on the bottom of the inside page.

Three-Tab Foldable® By Dinah Zike

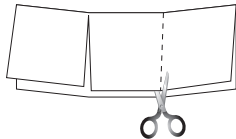
- Step 1** Fold a sheet of paper in half horizontally.



- Step 2** Fold into thirds.

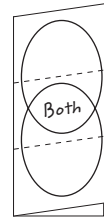


- Step 3** Unfold and cut along the folds of the top flap to make three sections.

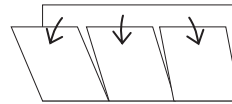


Variations

- A** Before cutting the three tabs draw a Venn diagram across the front of the book.



- B** Make a space to use for titles or concept maps by leaving a ½ inch tab at the top when folding the paper in half.

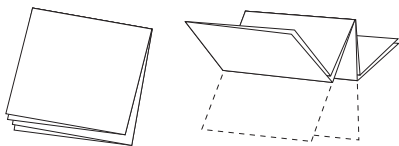


Four-Tab Foldable® By Dinah Zike

- Step 1** Fold a sheet of paper in half horizontally.



- Step 2** Fold in half and then fold each half as shown below.

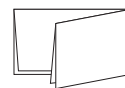


- Step 3** Unfold and cut along the fold lines of the top flap to make four tabs.



Variations

- A** Make a space to use for titles or concept maps by leaving a ½ inch tab at the top when folding the paper in half.

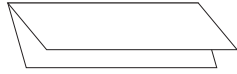


- B** Use the book on the vertical axis, with or without an extended tab.

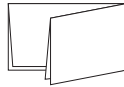


Folding Fifths for a Foldable® By Dinah Zike

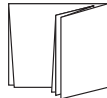
- Step 1** Fold a sheet of paper in half horizontally.



- Step 2** Fold again so one-third of the paper is exposed and two-thirds are covered.



- Step 3** Fold the two-thirds section in half.

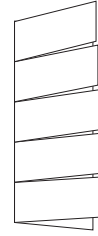


- Step 4** Fold the one-third section, a single thickness, backward to make a fold line.

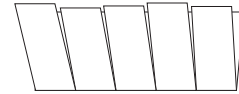


Variations

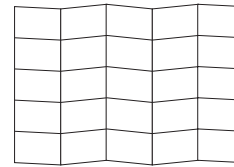
- A** Unfold and cut along the fold lines to make five tabs.



- B** Make a five-tab book with a ½ inch tab at the top (see two-tab instructions).

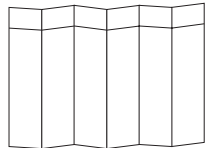


- C** Use 11" × 17" or 12" × 18" paper and fold into fifths for a five-column and/or row table or chart.

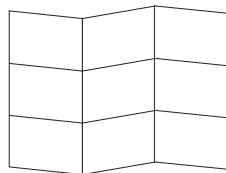


Folded Table or Chart, and Trifold Foldable® By Dinah Zike

- Step 1** Fold a sheet of paper in the required number of vertical columns for the table or chart.

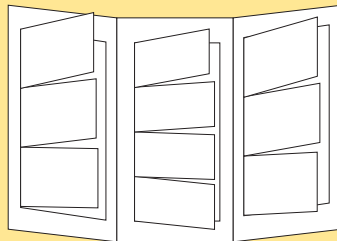


- Step 2** Fold the horizontal rows needed for the table or chart.



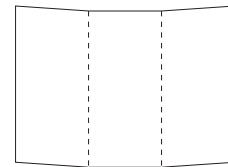
PROJECT FORMAT

Use 11" × 17" or 12" × 18" paper and fold it to make a large trifold project book or larger tables and charts.

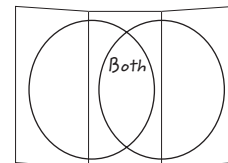


Variations

- A** Make a trifold by folding the paper into thirds vertically or horizontally.

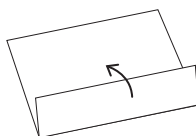


- B** Make a trifold book. Unfold it and draw a Venn diagram on the inside.

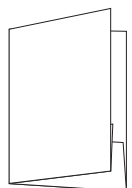


Two or Three-Pockets Foldable® By Dinah Zike

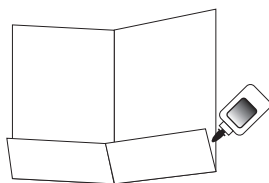
Step 1 Fold up the long side of a horizontal sheet of paper about 5 cm.



Step 2 Fold the paper in half.

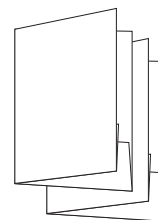


Step 3 Open the paper and glue or staple the outer edges to make two compartments.

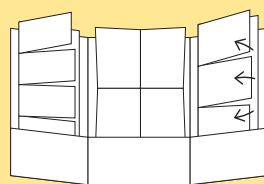
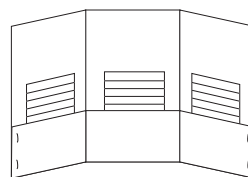


Variations

A Make a multi-page booklet by gluing several pocket books together.



B Make a three-pocket book by using a trifold (see previous instructions).

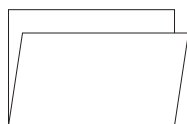


PROJECT FORMAT

Use 11" × 17" or 12" × 18" paper and fold it horizontally to make a large multi-pocket project.

Matchbook Foldable® By Dinah Zike

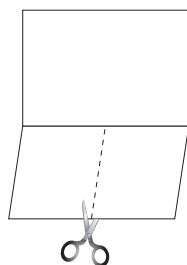
Step 1 Fold a sheet of paper almost in half and make the back edge about 1–2 cm longer than the front edge.



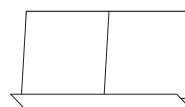
Step 2 Find the midpoint of the shorter flap.



Step 3 Open the paper and cut the short side along the midpoint making two tabs.

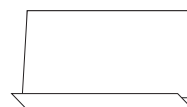


Step 4 Close the book and fold the tab over the short side.



Variations

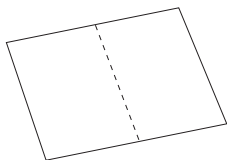
A Make a single-tab matchbook by skipping Steps 2 and 3.



B Make two smaller matchbooks by cutting the single-tab matchbook in half.

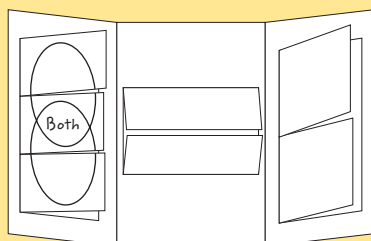
Shutterfold Foldable® By Dinah Zike

- Step 1** Begin as if you were folding a vertical sheet of paper in half, but instead of creasing the paper, pinch it to show the midpoint.

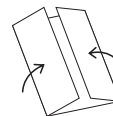


PROJECT FORMAT

Use 11" × 17" or 12" × 18" paper and fold it to make a large shutterfold project.

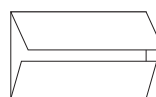


- Step 2** Fold the top and bottom to the middle and crease the folds.

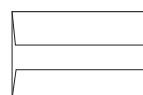


Variations

- A** Use the shutterfold on the horizontal axis.

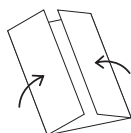


- B** Create a center tab by leaving .5–2 cm between the flaps in Step 2.

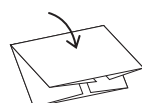


Four-Door Foldable® By Dinah Zike

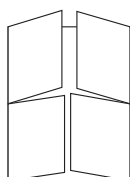
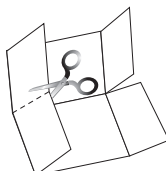
- Step 1** Make a shutterfold (see above).



- Step 2** Fold the sheet of paper in half.

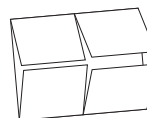


- Step 3** Open the last fold and cut along the inside fold lines to make four tabs.

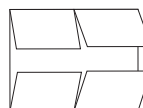


Variations

- A** Use the four-door book on the opposite axis.

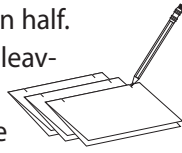


- B** Create a center tab by leaving .5–2 cm between the flaps in Step 1.



Bound Book Foldable® By Dinah Zike

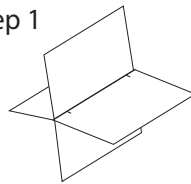
- Step 1** Fold three sheets of paper in half. Place the papers in a stack, leaving about .5 cm between each top fold. Mark all three sheets about 3 cm from the outer edges.



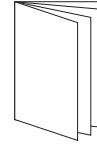
- Step 2** Using two of the sheets, cut from the outer edges to the marked spots on each side. On the other sheet, cut between the marked spots.



- Step 3** Take the two sheets from Step 1 and slide them through the cut in the third sheet to make a 12-page book.



- Step 4** Fold the bound pages in half to form a book.

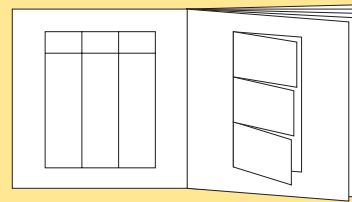


Variation

- A** Use two sheets of paper to make an eight-page book, or increase the number of pages by using more than three sheets.

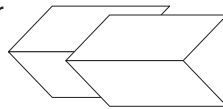
PROJECT FORMAT

Use two or more sheets of 11" × 17" or 12" × 18" paper and fold it to make a large bound book project.

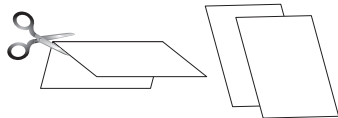


Accordian Foldable® By Dinah Zike

- Step 1** Fold the selected paper in half vertically, like a hamburger.



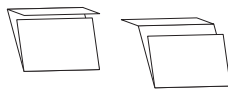
- Step 2** Cut each sheet of folded paper in half along the fold lines.



- Step 3** Fold each half-sheet almost in half, leaving a 2 cm tab at the top.



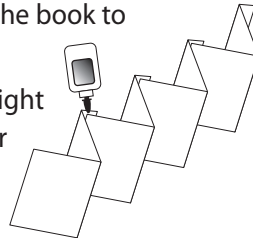
- Step 4** Fold the top tab over the short side, then fold it in the opposite direction.



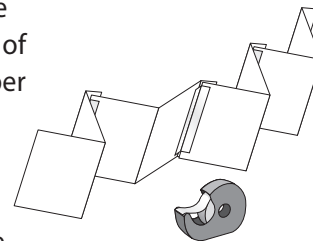
Variations

- A** Glue the straight edge of one paper inside the tab of another sheet. Leave a tab at the end of the book to add more pages.

- B** Tape the straight edge of one paper to the tab of another sheet, or just tape the straight edges of nonfolded paper end to end to make an accordian.

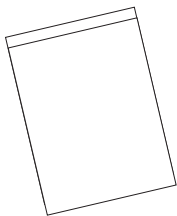


- C** Use whole sheets of paper to make a large accordian.

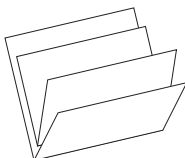


Layered Foldable® By Dinah Zike

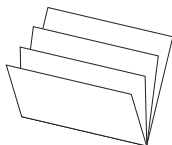
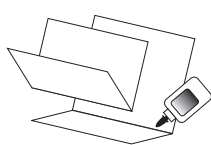
- Step 1** Stack two sheets of paper about 1–2 cm apart. Keep the right and left edges even.



- Step 2** Fold up the bottom edges to form four tabs. Crease the fold to hold the tabs in place.

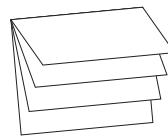


- Step 3** Staple along the folded edge, or open and glue the papers together at the fold line.

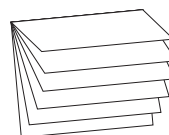


Variations

- A** Rotate the book so the fold is at the top or to the side.

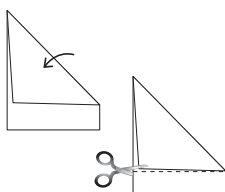


- B** Extend the book by using more than two sheets of paper.

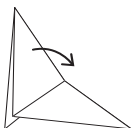


Envelope Foldable® By Dinah Zike

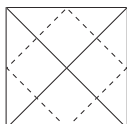
- Step 1** Fold a sheet of paper into a *taco*. Cut off the tab at the top.



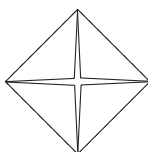
- Step 2** Open the *taco* and fold it the opposite way making another *taco* and an X-fold pattern on the sheet of paper.



- Step 3** Cut a map, illustration, or diagram to fit the inside of the envelope.



- Step 4** Use the outside tabs for labels and inside tabs for writing information.

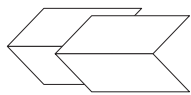


Variations

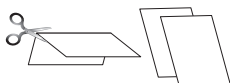
- A** Use 11" × 17" or 12" × 18" paper to make a large envelope.
- B** Cut off the points of the four tabs to make a window in the middle of the book.

Sentence Strip Foldable® By Dinah Zike

Step 1 Fold two sheets of paper in half vertically, like a *hamburger*.



Step 2 Unfold and cut along fold lines making four half sheets.



Step 3 Fold each half sheet in half horizontally, like a *hot dog*.



Step 4 Stack folded horizontal sheets evenly and staple together on the left side.



Step 5 Open the top flap of the first sentence strip and make a cut about 2 cm from the stapled edge to the fold line. This forms a flap that can be raised and lowered. Repeat this step for each sentence strip.



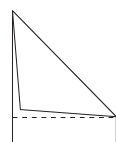
Variations

A Expand this book by using more than two sheets of paper.

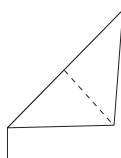
B Use whole sheets of paper to make large books.

Pyramid Foldable® By Dinah Zike

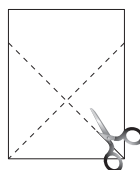
Step 1 Fold a sheet of paper into a *taco*. Crease the fold line, but do not cut it off.



Step 2 Open the folded sheet and refold it like a *taco* in the opposite direction to create an X-fold pattern.

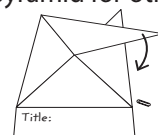


Step 3 Cut one fold line as shown, stopping at the center of the X-fold to make a flap.

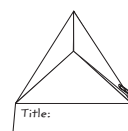


Step 4 Outline the fold lines of the X-fold. Label the three front sections and use the inside spaces for notes. Use the tab for the title.

Step 5 Glue the tab into a project book or notebook. Use the space under the pyramid for other information.

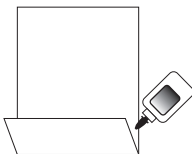


Step 6 To display the pyramid, fold the flap under and secure with a paper clip, if needed.



Single-Pocket or One-Pocket Foldable® By Dinah Zike

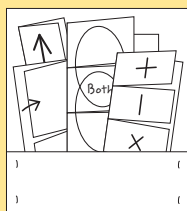
Step 1 Using a large piece of paper on a vertical axis, fold the bottom edge of the paper upwards, about 5 cm.



Step 2 Glue or staple the outer edges to make a large pocket.

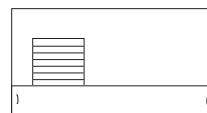
PROJECT FORMAT

Use 11" × 17" or 12" × 18" paper and fold it vertically or horizontally to make a large pocket project.



Variations

A Make the one-pocket project using the paper on the horizontal axis.



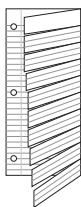
B To store materials securely inside, fold the top of the paper almost to the center, leaving about 2–4 cm between the paper edges. Slip the Foldables through the opening and under the top and bottom pockets.



Multi-Tab Foldable® By Dinah Zike

Step 1 Fold a sheet of notebook paper in half like a *hot dog*.

Step 2 Open the paper and on one side cut every third line. This makes ten tabs on wide ruled notebook paper and twelve tabs on college ruled.



Step 3 Label the tabs on the front side and use the inside space for definitions or other information.

Variation

A Make a tab for a title by folding the paper so the holes remain uncovered. This allows the notebook Foldable to be stored in a three-hole binder.