CATS TOOLS (Third Grade Mini Office)

A mini office is filled with **reference pages** for the students own learning.

The mini office actually helps the student move towards being a more independent learner as he looks up the answers to his own questions.

Since the mini office is affixed to a file folder, it can be easily folded up and put away when not needed. But when the child needs to look up a fact, he knows right where to go -- to his mini office.

Directions for Making the Mini Office

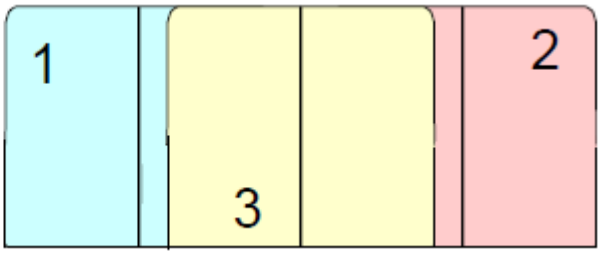
YOU WILL NEED:

3 file folders (Legal size)
glue
scissors
printed reference materials (bought at school)
laminating materials

1. 3 file folders will make a 4 panel mini-office.

2. Lay out the file folders, overlapping as shown below. Glue them together. Let dry.

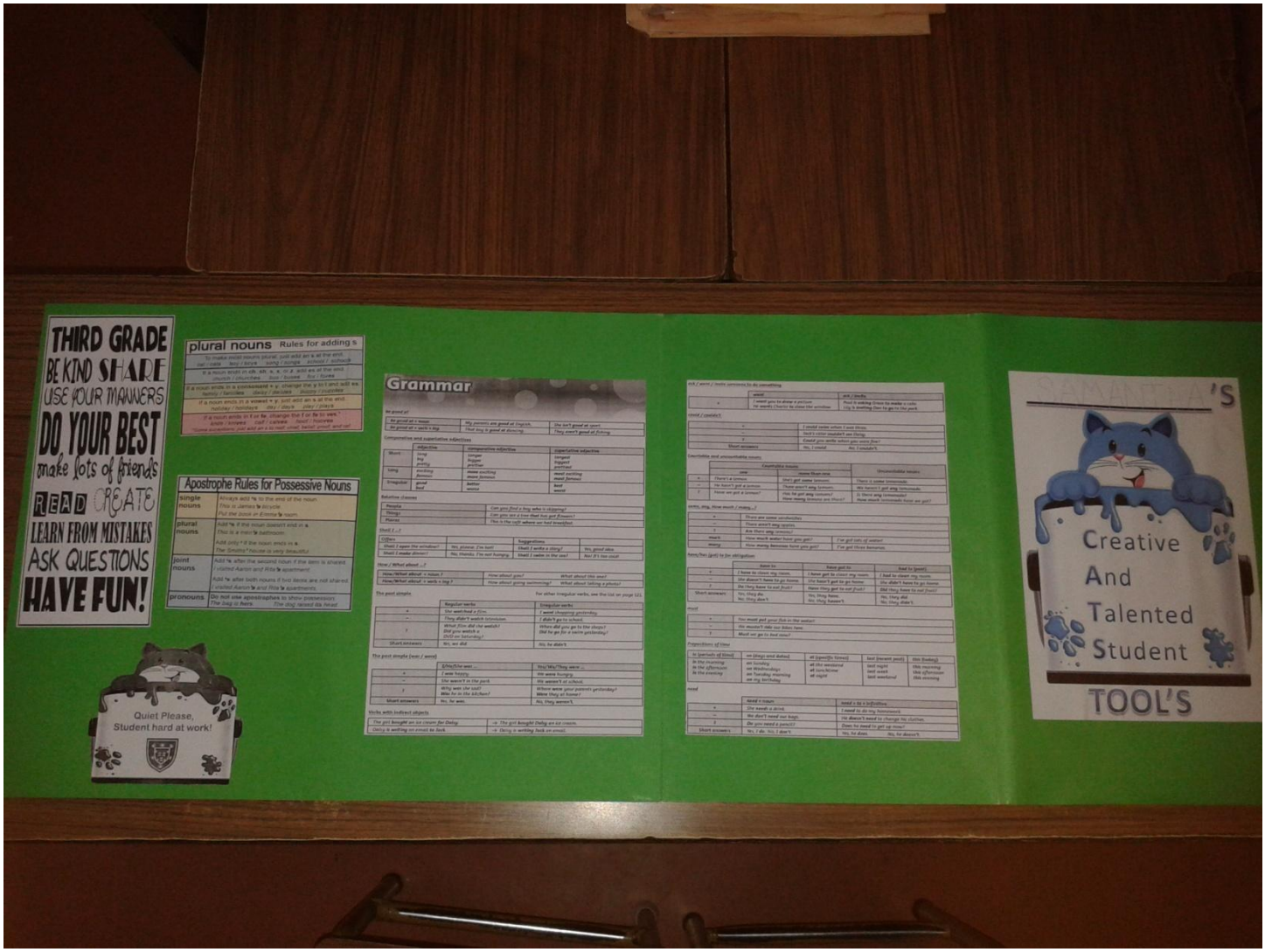
3 folders = 4 panels



3. Print the reference materials to use. Cut them out.

4. Arrange the reference materials on the file folders, then glue the materials in place.

5. When glue is completely dry, laminate using clear contact paper, or clear packing tape.



Outside View

JOURNEYS
punctuation
A period ends a sentence or statement.
A question mark ends a question.
An exclamation mark ends a sentence with strong emotion.
A comma pauses a sentence or separates groups of words.
An apostrophe shows possession or replaces a letter.
A semi-colon replaces the word 'and'.
A colon begins a list or an explanation.
A parenthesis makes a comment within a sentence.
Quotation marks show when a character is speaking.
Ways to Take Action!
Eagle Eye
Look at the picture
Use the beginning letter
Lips the Fish
Get your mouth ready.
Say the first sound.
Stretchy Snake
Sloooooowly stretch each letter sound together
Chunky Monkey
Break the word into chunks you know
Tryin' Lion
Try to re-read the sentence. Think about what would make sense
Skippy Frog
Skip the tricky word.
Read to the end.
Go back & try it again
Flippy Dolphin
Flip the vowel sound.
Try long & short sounds
Careful Caterpillar
Carefully read all the parts of the word.
Adverbs
Prepositions
Parts of Speech
NOUN
PRONOUN
VERB
ADJECTIVE
ADVERB
Conjunctions
connect words, phrases, and clauses.
and
but
or
yet
nor
so
Capitalize the first letter of...
TYPES OF SENTENCES
DECLARATIVE
INTERROGATIVE
IMPERATIVE
EXCLAMATORY
WRITER'S WORKSHOP RULES:
SKIP lines on your first draft.
NO ERASING!
LABEL and DATE everything
SAVE everything!
GOOD WRITING HAS...
ORGANIZATION
WORD CHOICE
SENTENCE FLUENCY
What to Write
Writing Process
Prewrite
Draft
Revise
Edit
Publish
Interjection

Inside View