

Name: _____

Period: _____

Professional Communication Requirements and Supply List
Ms. Goodwin

This notebook will be graded at the end of each 6 weeks on neatness, order, and content. The due date may be unannounced, so keep it organized **every day**. Periodically, I will spot check for content and organization.

Time Management! Accountability! Organization!

*Label the dividers with the **bold titles** below.*

1. **Requirement papers:**

Class rules, Homework assignments from the board,
Notebook requirements/class supplies, Class Goals

2. **Focuses:**

3. **Handouts:**

4. **Writings:**

5. **Speeches:**

Supply List

2 inch 3 ring binder

5 dividers

Paper, can be different colors

Cube Post-it notes or page markers for book marks and notes

Pencils/pens (may be colored ink but dark enough to read)

Highlighters-4 different colors

Separate eraser

Jump drive, used for other classes, with a lanyard

Zip pouch for the 3 ring binder that holds the above items

Pocket folder for student's assignments/no brads

Parent's signature _____

Student's signature _____

Date: _____