

## COLLEGE WRITING SKILLS INFORMATION SHEET

### **CWS Binder**

You will need to bring at least a 2” binder in which to keep your original papers that I have graded and returned, a copy of your corrected papers, and any additional grammar handouts and SAT practice tests that I will pass out for homework, or that you will have printed from the website. Your binder will have the following eleven divider tabs, clearly labeled:

1. **Assignments**– Each week, you will print out your assignment sheet from the website and place it here.
2. **SAT Hint Pages**– These additional will be printed from the website as we progress through the Rocket Review Revolution Book.
3. **SAT Practice Tests**– Throughout the year, you will have about 10 SAT practice test sections that you will complete so that you will be comfortable with the format, and as you already know, practice makes perfect!!
4. **Grammar Handouts**– You will be downloading various pages from my website during the year as we cover different grammatical topics. Those will be kept in this section.
5. **Grammar Homework**– You will place your weekly homework pages here with the most recent ones to grade in the front.
6. **Grammar Tests**– Keep your graded and returned tests will be filed here.
7. **Vocabulary Tests**– Your weekly tests will be kept here.
8. **Writing Handouts** – You will be downloading numerous handouts with instructions for writing a variety of essays. At times, I will provide handouts in class. They will be placed here.
9. **Original Papers**– This section will contain all of your original papers that I have graded and returned to you for correction. Please type all papers with double spacing to make it easier to fit in my corrections.
10. **Corrected Papers**– Each time a paper is returned, you will correct it as per my suggestions and place it in this section.
11. **Additional Handouts**– This is where you will place any handouts that do not fit into any other category.

### **Contact Information:**

**Mail:** Trudy Palmer  
13906 Golden Woods St.  
San Antonio, TX 78249

**Email:** palmer.trudy@gmail.com  
**Phone:** (210) 364-5179

### **Website:**

**canvas.instructure.com** (Please feel free to bookmark this URL)

(Once I set up the class roster, Canvas will contact my students to ask them to accept the invitation and then create an account and choose a password.)

**Please keep a copy of this page in the front of your binder.**