

Booklet

A booklet is a useful tool for taking notes as you read a chapter. Each page of the booklet can contain a main topic from the chapter. Write details of each main topic on the appropriate page to create an outline of the chapter.



See how it's done.

1. Fold a **sheet of paper** in half from left to right. Then, unfold the paper.
2. Fold the sheet of paper in half again from the top to the bottom. Then, unfold the paper.
3. Refold the sheet of paper in half from left to right.
4. Fold the top and bottom edges to the center crease.
5. Completely unfold the paper.
6. Refold the paper from top to bottom.
7. Using **scissors**, cut a slit along the center crease of the sheet from the folded edge to the creases made in step 4. Do not cut the entire sheet in half. Unfold the paper.
8. Fold the sheet of paper in half from left to right. While holding the bottom and top edges of the paper, push the bottom and top edges together so that the center collapses at the center slit. Fold the four flaps to form a four-page book.

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