

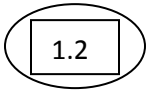
# LECTURE NOTES

The student is required to keep notes from the lecture given by the professor during the class. Your notes should include rules, definitions, formulas, and examples written on the board during the lecture. Your notes will be graded based upon neatness, completeness, and the rules listed below, during the portfolio assessment. Portfolios will be assessed during each Chapter Examination.

***Remember, when taking notes:***

- 1) *Only one section should be recorded per page, notes from a new section should begin at the top and front of a new page.*
  
- 2) *Label each page with the numeric representation and the concept title(s) of the Chapter and Section Number.*

**Example:**

		<u>PLACE VALUE</u>
<input type="radio"/>	Write or Say a number using WORDS:	
	Read or write each DIGIT followed by its PLACE VALUE	
	Note: the units place is not stated verbally or in writing	
<input type="radio"/>	9,432	
	Nine Thousand, Four Hundred Thirty-two	
	Note: Do not use the word 'and' – it implies a decimal point	