

Instructions for Flash Cards

Flash cards help students learn and recall key terms, names and their spellings in many of the ways we acquire and retain knowledge. The act of making flash cards helps us gain knowledge visually (by seeing) and kinesthetically (by touching and moving). Using flash cards to drill alone silently improves our recall through visual learning. Using flash cards aloud, alone or with others, also provides an auditory (by hearing) learning opportunity. Because flash cards are such excellent and versatile tools for learning key terms and names and their spellings, credit is available for making and using flash cards only in the following circumstances:

1. Credit will only be given for complete and accurate sets. No partial credit is allowed.
 - a. A complete set means one card for each key term or name on the current study guide and a cover card.
 - b. An accurate set of flash cards means:
 - i. the front of the card has the key term or name spelled correctly with correct punctuation, and
 - ii. the back of the card for a key term includes the textbook glossary definition, or
 - iii. the back of the card for a name explains the person's importance or relevance to our topic.
2. Flash cards are due as homework on the day of each vocabulary quiz.
 - a. "As homework" means they are submitted at the same time and place that homework is submitted.
 - b. If there is no quiz for the chapter or unit, then they are due on the chapter test or unit examination date.
3. The grade value for flash cards is equal to one class work/homework assignment.
4. Flash cards must be on 3" X 5" index cards or on paper cut to that exact size. No other size is acceptable.
5. Flash cards must have a cover card with the name block in the top right corner, and the title ("Flash Cards, Chapter #/Unit#") centered on the first line. (The name block includes the student's full name over the date submitted over the subject and period.)

Following is an example of the cover card:

<i>FirstName LastName</i>
<i>January 10, 2020</i>
<i>U.S. History, Period 1</i>
<i>Flash Cards, Chapter 1</i>

6. **Each set of cards must be bound by a rubber band.** Clips, staples, string, hair bands or other objects are unacceptable.
7. **You may not submit multiple assignments bound by a single rubber band.**
8. Orient the cards so that the cover card is on top and all other cards are face up and right side up.
9. Once submitted, flash cards become the property of the teacher, but complete and accurate sets of cards will usually be returned to students after they are graded.
10. Flash cards **must be handwritten by the student submitting the cards** for credit.
11. All information must **be neat, legible and in an appropriate size**. In particular, **the key term or name should be large enough for others to read from a distance of several feet**.

Tips For Using Flash Cards

1. Use the cards to review. In general, you should begin making your cards the day you receive a vocabulary list, then review them at least once a day before the quiz, test or examination.
2. Use them "backwards and forwards," that is, the first time through, read the key term, then recite the definition. The next time, read the definition first, then reply with the term or name.
3. Have someone drill with you. The auditory experience and the fun of making it a game will help you remember.