



Math Mini- Office Lapbook

Grades 3-5

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Math Mini-Office Lapbook Grades 3-5
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ISBN #

CD Format: 978-1-61625-604-3

Printed Format: 978-1-61625-605-0

Ebook Format: 978-1-61625-606-7

Assembled Format: 978-1-61625-607-4

Publisher: Knowledge Box Central

Editor: Cyndi Kinney

<http://www.knowledgeboxcentral.com>

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What is a Mini-Office Lapbook?

No more spending countless hours searching for all of those charts, tables, and lists that are useful for students to refer to throughout their studies in any subject, and no more wondering what to do with them all! We've put them all together for you in our mini-office lapbooks.

A mini-office lapbook is an individualized reference tool that allows a student to become an independent learner. It contains helpful information that assists students when working on a certain subject. Mini-office lapbooks are an ideal method of keeping charts, facts, and lists at hand and in one place. Mini-office lapbooks are also great for allowing the student to create their own private study space, and they store easily and compactly.

Look for all of our mini-office lapbooks for every subject!

How do I get started?

First, you will want to gather your supplies. Depending on which format you purchased from us, you will need different supplies. So, take what applies, and skip over the rest.

*** Printing:

- *Print instructions and study guide on **white copy paper**.
- *Print the booklet templates on **24# colored paper**, unless noted otherwise. Construction paper, when cut to fit, can be used when necessary.
- ***White cardstock**, where noted.



*** Assembly:

***Folders:** We use **colored file folders**, which can be found at Wal-Mart, Sam's, Office Depot, Costco, etc. You will need 3 file folders. You may use manila folders if you prefer, but we have found that children respond better with the brightly colored folders. Don't worry about the tabs.... they aren't important. If you prefer, you can purchase the assembled lapbook bases from our website.



***Glue:** For lapbook assembly, we use **glue sticks** and sometimes hot glue, depending on the specific chart. We have found that bottle glue stays wet for too long, so it's not a great choice for lapbooking.



***Other Supplies:** Of course, you will need **scissors**. A **dry erase marker** is needed for some charts and tables. You may want to add decorations of your own, including stickers, buttons, coloring pages, cut-out clipart, etc. The most important thing is to use your imagination! Make it your own!!



Ok. I've gathered the supplies. Now how do I use this product?

Inside, you will find several sections. They are as follows:

1. **Student Instruction Guide:** This section is written directly to the student, in language that he or she can understand. These instructions will tell the student exactly how to cut out each chart. Special instructions concerning how to use any chart are listed in this section. However, depending on the age of the child, instructions may need to be read and explained to the child.
2. **Assembly Instruction Guide:** This section is provided as instruction for mini-office lapbook assembly. Here, they will find a layout of where each chart should be placed in the lapbook and pictures of a completed mini-office lapbook. However, depending on the age of the child, there may be some parent/teacher assistance needed.
3. **Charts/Tables:** This section contains all of the charts and tables needed to complete the mini-office lapbook.

MATH MINI-OFFICE LAPBOOK

Base Assembly & Layout Guide

You will need 3 folders of any color. Take each one, open it up, and lay out flat. (Figure 1). Slide the second folder under the first folder. Then glue the folders completely together, using a heavy duty stick glue, where indicated below. (Figure 2). Slide the third folder under the second folder. Then glue folders two and three together where indicated below. (Figure 3). You should have 4 full folder pages. (Gluing folders together will keep them together nicely until they are laminated).

Figure 1

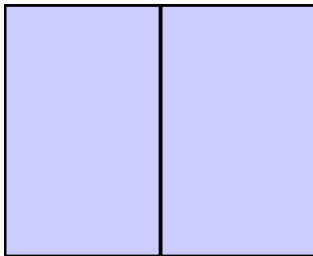
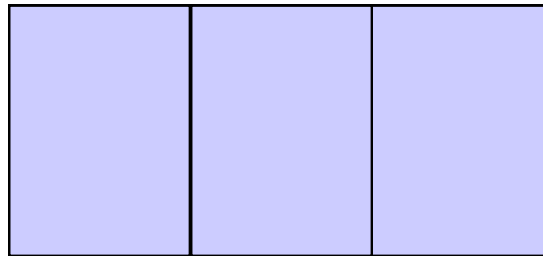
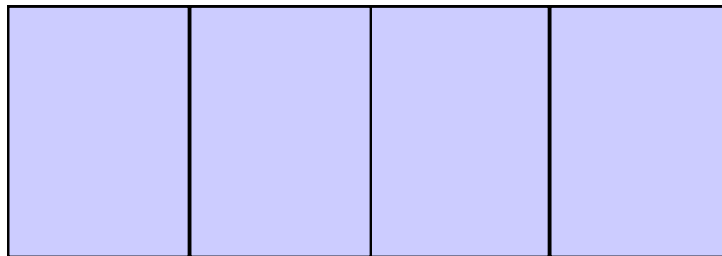


Figure 2



↑
Glue together here

Figure 3



↑
Glue together here

MATH MINI-OFFICE LAPBOOK

Base Assembly & Layout Guide

Below is the basic layout of your mini-office lapbook. Placement of charts and tables shown here are to be used as a guide, however, you may place them anywhere you wish. Some charts/tables may overlap bends in your mini-office, this is fine and will not affect the use of the charts or tables.

Number Line

Math Symbols

addition	+	subtract	-
multiply	×	divide	÷
times	times	into	into
factor	factor	quits	quits

Counting Numbers to 100

11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

Telling Time

Addition Chart

1	2	3	4	5	6	7	8	9	10
2	3	4	5	6	7	8	9	10	11
3	4	5	6	7	8	9	10	11	12
4	5	6	7	8	9	10	11	12	13
5	6	7	8	9	10	11	12	13	14
6	7	8	9	10	11	12	13	14	15
7	8	9	10	11	12	13	14	15	16
8	9	10	11	12	13	14	15	16	17
9	10	11	12	13	14	15	16	17	18
10	11	12	13	14	15	16	17	18	19

What is the temperature today?

100 90 80 70 60 50 40 30 20 10 0

1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80	81	82	83	84
85	86	87	88	89	90	91	92	93	94	95	96
97	98	99	100	101	102	103	104	105	106	107	108
109	110	111	112	113	114	115	116	117	118	119	120

Multiplication Table

1	2	3	4	5	6	7	8	9	10
2	4	6	8	10	12	14	16	18	20
3	6	9	12	15	18	21	24	27	30
4	8	12	16	20	24	28	32	36	40
5	10	15	20	25	30	35	40	45	50
6	12	18	24	30	36	42	48	54	60
7	14	21	28	35	42	49	56	63	70
8	16	24	32	40	48	56	64	72	80
9	18	27	36	45	54	63	72	81	90
10	20	30	40	50	60	70	80	90	100

Do You See a Pattern?

9x1= 9
9x2= 18
9x3= 27
9x4= 36
9x5= 45
9x6= 54
9x7= 63
9x8= 72
9x9= 81
9x10= 90

Multiplication Chart

1	2	3	4	5	6	7	8	9	10
2	4	6	8	10	12	14	16	18	20
3	6	9	12	15	18	21	24	27	30
4	8	12	16	20	24	28	32	36	40
5	10	15	20	25	30	35	40	45	50
6	12	18	24	30	36	42	48	54	60
7	14	21	28	35	42	49	56	63	70
8	16	24	32	40	48	56	64	72	80
9	18	27	36	45	54	63	72	81	90
10	20	30	40	50	60	70	80	90	100

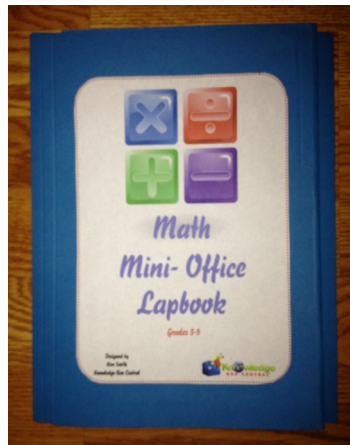
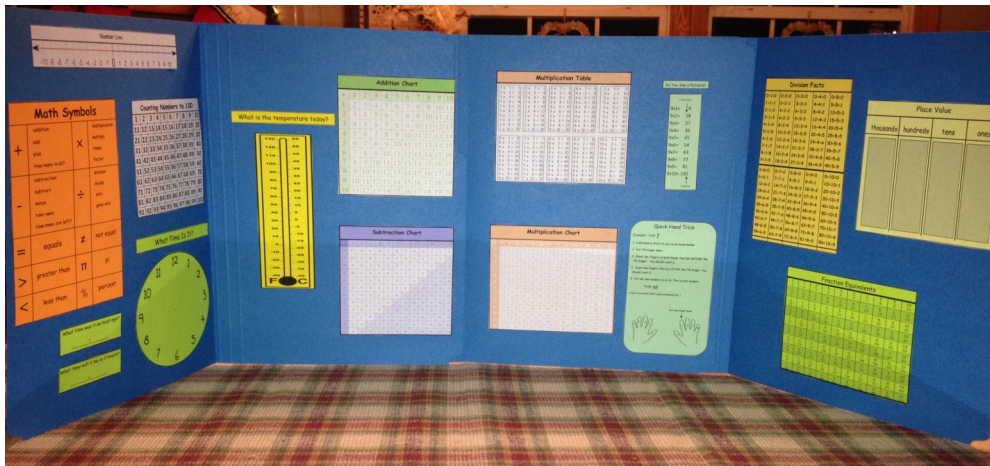
Place Value

Thousands	hundreds	tens	ones
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Fraction Equivalents

1/2	2/4	3/6	4/8	5/10	6/12	7/14	8/16	9/18	10/20
1/3	2/6	3/9	4/12	5/15	6/18	7/21	8/24	9/27	10/30
1/4	2/8	3/12	4/16	5/20	6/24	7/28	8/32	9/36	10/40
1/5	2/10	3/15	4/20	5/25	6/30	7/35	8/40	9/45	10/50
1/6	2/12	3/18	4/24	5/30	6/36	7/42	8/48	9/54	10/60
1/8	2/16	3/24	4/32	5/40	6/48	7/56	8/64	9/72	10/80
1/10	2/20	3/30	4/40	5/50	6/60	7/70	8/80	9/90	10/100

Below are pictures of a completed mini-office lapbook! This should help in figuring out where to place charts and tables, and how to put it all together. Please keep in mind that you can make your mini-office lapbook your own by placing the charts and tables in any order and decorating your mini-office lapbook as you choose.



Math Mini-Office

Lapbook

Basic Instruction Guide

***Note to Parents/Teachers:** It is recommended that you laminate the mini-office lapbook because some charts and/or tables require the use of an erasable marker, and laminating allows erasing over and over. Lamination of the entire mini-office also helps to reinforce the mini-office so that it will hold up to daily use over a period of time. Your local print shop or any major office supply retailer that has a print shop inside can laminate for a minimal fee. Instructions or tips on using the charts and/or tables will be in the next section.

Glue the cover image (page 1) to the mini-office on the front, AFTER folding and before laminating.

*****Student Instructions:** Assembly and layout instructions are provided to give you an idea of what your mini-office lapbook should look like when complete. However, these charts and tables are meant to be used as a guide for help when needed, so you may place them anywhere you would like. Use a dry erase marker when needed, and a damp paper towel to wipe off.

*****Assembly instructions:** Cut out along the outer black edges of each chart or table. Attach to mini-office lapbook using glue.

Math Mini-Office

Lapbook

Parent/Student Instruction Guide

Number Line

***Parents/Teachers:** This simple number line is used to help young children with basic counting skills. There are negative and positive numbers on this number line, since the concept of negative numbers is normally introduced when children are in the 4th or 5th grade.

Tips for teaching how to use a number line:

- working with greater than/less than
- finding which number comes just before, or just after, another number
- finding odd and even numbers
- addition and subtraction
- helping kids develop a mental line of numbers in their heads for doing simple calculations

****Student Instructions:** Use the number line to practice the math skills listed above.

Math Symbols

***Parents/Teachers:** Go over each symbol, and then allow your child(ren) to refer to the chart throughout their studies, when needed.

****Student Instructions:** Go over each math symbol with your parent/teacher. Use the Math Symbols chart as a reference, when needed.

Math Symbols

$+$	addition add plus How many in all?	\times	multiplication multiply times factor
$-$	subtraction subtract minus take away How many are left?	\div	division divide into goes into
$=$	equals	\neq	not equal
$>$	greater than	π	pi
$<$	less than	$\%$	percent