

## THREE POCKET WRITING FOLDER

*To keep student writing organized, I like to use three-pocket writing folders such as the one pictured. The first pocket holds ideas, plans and topics for future writing. The second pocket holds “works in progress” or incomplete drafts. The third pocket holds “finished drafts” that have not yet been revised and edited for publication. These folders are simple to make from easily available materials, can be personalized by each student, and, if laminated, are durable enough to carry over from one year to the next.*



### Instructions for Making a Three-Pocket Writing Folder

Materials: one 24”x36” piece of colored poster board, tag board or Bristol board (as heavy weight as possible while still folding effectively).

1. Fold the bottom third of the paper up to form a pocket along the bottom.
2. Fold the entire page into three equal horizontal sections.
3. Label each pocket: Ideas for Writing, Works in Progress, Finished Drafts.
4. Have each student personalize his or her own folder.
5. Laminate the folder, if possible. Trim carefully to hold the edges together.
6. Use a long-armed stapler to reinforce the three pockets.