

EACH GAT WILL HAVE THE FOLLOWING FOLDERS

	<i>Folder</i>	<i>Content</i>
a)	INSTRUCTIONS	Instructions day by day. In this file, the groups have to save all the instructions sent by the teacher.
b)	BULK	Everything you check. In this folder, each group has to record the different pieces of information (10 pages minimum) which will be the source for the preparation of the article. Here, the group will have to save photos, drawings, maps, graphics, etc.
c)	AGENDA	Telephones, e-mail addresses and Internet sats. In this folder, each group has to save the different Internet source addresses consulted by the group. E.g.: Site name: Diario La Capital de Mar del Plata Author: Date published: 01/04/2011 Date retrieved: 01/05/2011 Link: http://www.lacapitalmdp.com/noticias/La-Ciudad/2011/04/01.htm e-mail E.g.: Surname and name (author). "Name of the work". Email to: Date:
d)	DRAFT	Your first versions. In this folder, each group has to save the article prepare by themselves. Photos, drawings, maps, graphics must NOT be included in this file. (2 pages long). The articles must be recorded under the following document name: Topic + article name + section + surnames (alphabetical order) + year E.g.: History + The Great Wall + article + abc, def and ghi + 1 st or 3 rd All articles, games, teaching exercises, summaries must be sent to: englishillia@gmail.com PHOTOS, DRAWINGS, MAPS, GRAPHICS MUST NOT BE INCLUDED IN THIS FILE
e)	CORRECTIONS	What you have to correct. In this folder, each group has to record the corrections made by the teacher. Once each group has checked and corrected its article, they have to save it in this folder in the appropriate sub-folder.
f)	REPORT IN SPANISH	For our collaborative teachers. In this folder, each group has to record their Reports in Spanish (before and after being corrected)
g)	FINAL WORK	In this folder, each group has to record their corrected activities in their folders – according to the subject and activity they have chosen-
	TO BE CHECKED	
	TO BE PRINTED	
h)	ERRORS	For remedial work. In this folder, the teacher will have a record of the mistakes / errors made by the Students.
i)	IMAGE AND PHOTOS	All the images and photos you have for the work
j)	FIRST MEETING	Welcome this is how you have to work.