Boxing Method Notes: A Divided-Box Grid for Grouped Note-Taking

Original tasks 1, 2, 3 / complete keys

Task 1

A page has a heading strip, a left margin, and four boxes in a two-by-two grid. The labels are 'Soil', 'Water', 'Light', and 'Temperature'. A note reads 'Roots absorb minerals'. Which box should hold it, and why?

Answer: The 'Soil' box, because roots absorb minerals from soil and the note fits that topic cluster.

Reason: The note describes a process connected to soil. Placing it in 'Water' or 'Light' would break the one-cluster-per-box rule.

Check: Read the box label and the note together. If the note answers a question about that label, the placement is correct.

Task 2

A student draws three boxes but writes the page title inside the first box instead of the heading strip. Describe the correction and state one layout rule it restores.

Answer: Move the page title to the heading strip and give the first box its own topic label. This restores the rule that the heading strip holds the page title and each box holds one topic cluster.

Reason: The heading strip is reserved for the page topic and date. A box label names a topic cluster, not the whole page.

Check: Check that the heading strip contains the page topic and that every box has a label different from the page title.

Task 3

On unruled paper, a writer marks a baseline and a midline. They write the word 'bag' so that the top of 'a' touches the midline, 'b' rises above the midline, and 'g' falls below the baseline. Is the x-height convention followed? Explain.

Answer: Yes. The lowercase 'a' sits between baseline and midline, 'b' is an ascender above the midline, and 'g' is a descender below the baseline.

Reason: The convention defines x-height as baseline to midline. Ascenders rise above the midline and descenders fall below the baseline.

Check: Trace each letter: check the baseline contact, the midline contact for x-height letters, and the direction of ascenders and descenders.

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Original tasks 4 / complete keys

Task 4

A two-box page is labeled 'Causes' and 'Effects'. A note reads 'Heavy rain'. Another note reads 'River rises'. Assign each note to a box and explain the grouping.

Answer: 'Heavy rain' goes in 'Causes' and 'River rises' goes in 'Effects'.

Reason: Heavy rain is an input that leads to change, while the river rising is an outcome. The boxes separate inputs from outcomes.

Check: Ask whether the note describes something that makes change happen or something that results from change. Match the answer to the box label.

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Source rubric / reflection

- [ ] Heading strip states the page topic and date.
- [ ] Left margin is reserved for labels or cross-references.
- [ ] Each box has a short label naming one topic cluster.
- [ ] Notes inside each box belong to that box label.
- [ ] Box borders are clear and gaps between boxes are visible.
- [ ] Lowercase letters sit between baseline and midline, with ascenders and descenders placed correctly.
- [ ] One letter style is used consistently within each box; valid alternatives such as slanted print or rounded print are accepted if legible.
- [ ] No notes are written across box borders or in the gaps.

Reflection: What did you check, what did you change, and what will you try next?