Slot and Tab Book

[no glue and no sewing]

Grade Level: 6-7-8  Subject/Style: bookmaking  Medium: paper

Vocabulary/Terms
fold
- Slot
- Tab
- plan

Objectives
1. ESW create a slot and tab book
2. ESW know how to make a slot and tab book

Learnable Piece each student will know how to make a slot and tab book

Set

1. Instruction and Practice
   1. Using 5 ½ x 8 1/2 “ paper
   2. Make sections (this example uses four sections with four pieces of paper)
   3. Fold paper in half
   4. Cut a slot in the center of two sections
   5. Cut tabs into the other two sections
   6. Roll the top and bottom of one of the tab sections and slide it into the back of a slot section
   7. Pull through to the inside of the slot section and unroll
   8. Add slot section to the back tab section
   9. Add last tab section to the back
   10. Cut tabs for front cover and add to front of book using same technique
   11. Cut slot in cover paper for back cover
   12. Add to back for back cover of book

Closure
1. Decorate as desired
2. Clean up

Equipment/Supplies scissors paper

Evaluation/Points – see scoring guide
Alternate Activities
Resources
# Evaluation

## Slot and Tab Book

**Grade Guide (100 points)**

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slots cut straight</td>
<td>20</td>
</tr>
<tr>
<td>Slots cut in the same place and the same length</td>
<td>15</td>
</tr>
<tr>
<td>Tabs cut straight</td>
<td>20</td>
</tr>
<tr>
<td>Tabs cut the same length</td>
<td>15</td>
</tr>
<tr>
<td>Craftsmanship, book put together neatly and clean, pages straight</td>
<td>20</td>
</tr>
<tr>
<td>Grade guide totaled and with project</td>
<td>05</td>
</tr>
<tr>
<td>Name on Grade Guide, Name on Book bottom right corner of front cover</td>
<td>05</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Letter grade =</th>
<th>Total =</th>
</tr>
</thead>
<tbody>
<tr>
<td>/100</td>
<td>/100</td>
</tr>
</tbody>
</table>

## Show-Me Standards (from www.dese.gov/standards)

**Performance**

Students in Missouri public schools will acquire the knowledge and skills to communicate effectively within and beyond the classroom.

*Students will demonstrate within and integrate across all content areas the ability to*

- **Goal 2**
  - 5. perform or produce works in the fine and practical arts

- **Goal 4**
  - 5. develop, monitor and revise plans of action to meet deadlines and accomplish goals

**Knowledge:**

*In Fine Arts, students in Missouri public schools will acquire a solid foundation which includes knowledge of*

1. process and techniques for the production, exhibition or performance of one or more of the visual or performed arts
Slot and Tab Books

No glue and no sewing

by Amy Potts
Missouri Art Educators Association
Fall Conference
Knob Noster State Park
2013
Overview

- Paper
- Instructions
Paper has fibers

- Copy paper usually has the fiber running top to bottom if you hold the paper vertically (portrait style).
- This makes the paper flex more easily across the short distance.
- This quality is referred to as the GRAIN of the paper.
- This is created by the process of making paper.
SHORT GRAIN

LONG GRAIN
- Grain will also cause the paper to tear more easily if you tear it in the same direction as the fibers.
- Paper is more difficult to tear against the grain.
Instructions for slot and tab Books

5½ x 8½
Paper
folded in half
This book will have 4 sections
Each section will have 4 pieces of paper
Cut a slot in the center of two sections.
Cut tabs into the other two sections.
Roll the top and bottom of the tab section and slide it into the back of the slot section.
add slot section to back tab section
Add last section to back
cut tabs for front cover and add to book
cut slot and add to back
cut slot and add to back
Cut slot and add to back
Book with colored paper
THE END