



COURSE GUIDE / FOUR-WEEK SAMPLE

Study Notes

Reading a place, making a page.

01 **Observe**

Collect precise notes before deciding what a page should say.

02 **Arrange**

Turn the notes into a sequence that a reader can follow.

03 **Revise**

Test the draft with a reader and record the next change.

Fictional course outline for demonstration. No enrollment, institution or qualification is offered.

A small project in four weeks

Aim: make a two-page observation spread about an everyday place. The readings below are prompts, not assigned commercial books.

01 / NOTICE

Read: one short public information page.

Work: record a route, three details and one unanswered question.

Bring: a notebook page with observation separated from opinion.

02 / SELECT

Read: two captions from your own authorized material.

Work: choose one idea and draft a title plus a 120-word note.

Bring: a reason for including each selected detail.

03 / COMPOSE

Read: a two-page spread you are allowed to study.

Work: arrange a heading, body, photograph and caption.

Bring: a print or screen proof that a partner can annotate.

04 / REVISE

Read: your partner's notes before editing.

Work: revise the reading order and check every source credit.

Bring: a final spread and a short account of one changed decision.

Between sessions: keep source files and drafts together. Date each revision so that feedback refers to the right version.

A repeatable learning session

00-10 min

Recall

Write one detail from last week without reopening your notes.

10-25 min

Read

Mark a heading, a useful example and a point that needs explaining.

25-50 min

Make

Produce one small draft. Keep the task narrow enough to finish.

50-60 min

Review

Ask a partner where they paused. Record a specific next step.

Before calling a draft finished

Check the title, reading order and date. Read each caption against its image. Confirm that you have permission for the material. Save the final PDF and the editable source in different, clearly named files.

This is an invented learning sequence, not a claim of educational accreditation or measured learning outcomes.

PHOTOGRAPHY / SOURCES

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