Newsletter Lesson Plan

<table>
<thead>
<tr>
<th>Title:</th>
<th>Grade Range:</th>
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<tbody>
<tr>
<td>Newsletter</td>
<td>6+</td>
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<tr>
<th>Integrated Curriculum Area:</th>
<th>Concept and Competencies:</th>
<th>Tool:</th>
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<tbody>
<tr>
<td>Language Arts</td>
<td>Writing Process</td>
<td>Word Processing Software</td>
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Summary:
Students work in small groups to create and format newsletters.

Warm-up
- Make sure students have completed the EasyTech lesson prerequisites for this activity (see Activity Detail page at www.learning.com).
- Discuss journalistic writing and the five Ws: who, what, when, where, and why.
- Divide the students into small groups (about three students per group).

Activity
Students will create and format newsletters:
- In small groups, students complete the Student Activity Page by filling in the themes and titles for their newsletters. (*Note:* If students are already working on a project in a specific curriculum area in class, that theme can be extended into this newsletter activity.)
- Teacher reviews the skills taught in the assigned EasyTech lessons and the functionality of the specific word processing application students will be using.
- Each student writes a short article (100-125 words) related to the theme of the newsletters.
- As a group, students format their articles into a newsletter.

Wrap-up
- Students share and display their newsletters.

Extension
- Each group of students is assigned a chapter from a class textbook. They create a newsletter to pass out to the class. Along with the newsletter, they give an oral presentation in order to teach the rest of the class about the chapter they were assigned.
Name__________________

Newsletter Student Activity Page

1. With your group, choose a theme and title for your newsletter:

   The theme of our newsletter is ________________________________________
   The title of our newsletter is ________________________________________

2. List four topics related to the theme of your newsletter:

   1. ___________________________________________
   2. ___________________________________________
   3. ___________________________________________
   4. ___________________________________________

3. Each group member chooses a topic and uses a separate piece of paper to write a short article (100-125 words) for the newsletter.

   My topic is ________________________________________________________________

4. Now, using a word processor, format the articles into a newsletter:
   • At the top of the page, type the title of the group newsletter and the date. Each group member types his or her article into the same document. (The document should be in one large column at this point. Later, you will format the document into two columns.)
   • Change the font size of the title to 28 point, article headlines to 20 point, and body text to 14 point. Pick one font type for the title and headlines, and a different, easy-to-read font type for the body.
   • Center and bold the title, date, and article headlines.
   • Format the title to the “shadow” effect.
   • Now, select all of the headlines and body text (not the title or date), and format that text into two columns.
   • Right align bylines.
   • Save and print the document.
Class Newsletter
January 14, 2002

Headline

By Cecilia Scarborough

Headline

By Nicholas Fennell

Headline

By Gandolf Nightengale
Name____________________

Newsletter Rubric

Student Evaluation

Student Activity Page:
_____ All blanks are appropriately completed

Document:
_____ Title, date, and article headlines are centered and bold
_____ Font size for title is 28 point, article headlines are 20 point, and body text is 14 point
_____ Title has “shadow” effect
_____ Articles are about 100-125 words each
_____ All words are spelled correctly
_____ Articles and headlines are formatted into two columns
_____ Bylines are right aligned

Teacher Evaluation

Student Activity Page:
_____ All blanks are appropriately completed

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