

Word Portfolio Project

Newsletter

Your principal has decided that each teacher will develop a monthly class newsletter that will be printed, distributed to the students, and posted to the school's website. This newsletter will help to keep parents/guardians informed about your class projects and deadlines, special events, and school holidays. It could also direct parents/guardians to websites or toll free numbers for help with homework. The newsletter could also include student reports, student artwork, and/or announcements. You plan to develop the newsletter format one time and update/revise it each month. The newsletter will have a header/banner and two balanced columns. Be creative!

Instructions:

1. Reset your documents margins to .7 left, right, top, and bottom.
 2. Single space the body of the newsletter with double spacing after each individual "article."
 3. Create a header/banner for your class' January 2007 newsletter. The header/banner should display across the entire top of the page. The header/banner should include the name of the newsletter, the name of the class it represents, the name of the school, the date of publication, and the volume/issue number. Of course, this will be volume 1/issue 1. Include any additional information you feel is important. Insert a continuous section break after the header/banner. (Hit *enter* to move beneath the header/banner. Click on Insert; Break; Continuous Section Break; and OK.). Review the sample newsletters on the course website, if desired.
 4. Format your one page newsletter in two balanced columns of equal width with spacing between columns set at .5" (default). Click on Format; Columns; Two; and OK.
 5. Article text should be no smaller than 12 point and no larger than 14 point. Be careful to select "article" font that is easy to read.
 6. All "article" **titles** should be consistent in font style, size, and type but they can be different from the article text size, style, and type. For example: Comic Sans; bold; 14 point.
 7. Decide on a class project that could be completed in the area you will be teaching. For example, the art class might be preparing for a show of students' sculptures, or the history class could be making family trees for display. Elementary students might be preparing for a read-a-thon. Special education teachers might be preparing for Special Olympics. Include information about this special class project in your newsletter. Include a graphic, if appropriate. This one project or assignment should **not** dominate the newsletter—it is an element or item that is included. (See step 8).
 8. Be sure to provide (See step 7 and the grading rubric):
 - a. Description of the class project or assignment
 - b. Necessary information concerning what is expected of the student to complete the class project or assignment
 - c. The project due date
 - d. If parents/guardians are invited to see an exhibit of the class project or assignment, or if there will be a public display of the class project, provide the necessary information (date, time, place)
 - e. Other essential details as needed
- REMEMBER:** THIS CLASS PROJECT ARTICLE IS ONLY ONE ELEMENT OF THE NEWSLETTER!!!!
9. Add at least two graphics that are appropriate for the "articles" within the newsletter. Use similar style graphics and be careful not to distort when resizing. Place the graphics so that text will flow around the graphics (**top, bottom, left, and right**). Refer to the file named *Text Wrapping Around a Graphic* in the **Handouts and Exhibits** folder.
 10. PROOFREAD!! Review the grading rubric for this assignment.
 11. Save as *First name Last name Class Newsletter* in your personal folder or on/in your storage device.
 12. Print the newsletter, staple the rubric on top, and place both in the "Submit Basket" for grading.

Student Name _____

Class Time: _____

Word Portfolio Project Rubric

Newsletter

MUST BE SUBMITTED WITH THE PROJECT FOR GRADING

(Place on top of the project and staple or clip)

Description	Point Value	Points Earned
Newsletter header contains all information and flows across the entire top of the page	20	
Newsletter is two balanced columns	20	
Newsletter is one-page in length	10	
Newsletter margins are set correctly	10	
Spacing between the columns is .5"	5	
Newsletter is single spaced with double spacing between articles	20	
Article text size no smaller than 12 point and no larger than 14 point	20	
Titles are larger font than article text but consistent in style, size, and type	20	
At least two appropriate graphic are included and text flows around the graphics (top, bottom, left, and right)	20	
Project information should include: <ul style="list-style-type: none"> ² Description of project ² Necessary information concerning what is expected to complete the project ² Project due date ² Information concerning parent/public display of projects ² Other essential project details 	25	
Spelling/punctuation/grammar	-5 points for each error	
Creative/Functional/Attractive	30	
Total Points	200	

NOTES: