

3rd Grade Distance Learning One Pager- Week 7

Turning in Work

Due: Every Monday by 6:30 PM

Please take a picture / scan the assigned TURN IN PAGE and send to the content teacher via email, dojo, text, or remind.

Reading: Ms. Brown

Writing: Mrs. Bonds

Math: Mrs. Stence

Social Studies: Homeroom Teacher

Pick Up

Monday & Tuesday 7:00 AM-5:00 PM

You may access all 3rd grade distance learning materials on the IDEA Judson Academy website: www.judsonacademy.wixsite.com/jags

Zoom Password: Idea

Teacher	Contact Information
Ms. Brown- Reading	Office Hours: Mon. & Wed. 9:00-10:00 AM Zoom link: https://zoom.us/j/7591902367 Phone: (305)397.5476 Email: Melissa.brown@ideapublicschools.org ,
Mrs. Bonds- Writing	Office Hours: Tues 2:00pm-3:00PM Zoom link: https://zoom.us/j/4630723113 Phone: 210.802.8445 Email: Kimberly.bonds@ideapublicschools.org
Mrs. Stence- Math	Office Hours: Mon & Wed. 1:00pm-2:00PM Zoom Link: https://zoom.us/j/5079547980 Phone: 210.390.6340 Email: Katelynn.osburnstenc@ideapublicschools.org
Ms. Bazaldua- Social Studies/ Intervention	Office Hours: Tues & Thurs 1:00- 2:00PM Zoom link: https://zoom.us/j/2467397250 Phone: 210.802.7036 Email: samantha.bazaldua@ideapublicschools.org
Mrs. Keeler- Special Education (Sped)	Office Hours M-F 1:00-2:00pm Zoom: https://zoom.us/j/554143817 Phone: 210.854.4644 Email: ruth.keeler@ideapublicschools.org

Please remember that teachers can be reached M-F via email, phone, remind or dojo.

3rd Grade Weekly “Homework” Week 7

Day & Subject	Task
Monday Reading & Math	<p>Reading: Read the poem titled <i>Elephant</i> Answer questions 1-4. Read the poem <i>Cinco de Mayo</i> and Answer questions 5-8.</p> <p>Math:</p> <ul style="list-style-type: none"> • Pages 1 & 2
Tuesday Writing	<p>Writing:</p> <p>Journal Writing Time</p>
Wednesday- Reading & Math	<p>Reading: Read the poem Climbing and Answer Comprehension Questions 1-8.</p> <p>Fill in your answers on the Answer sheet titled “Climbing Answer Sheet”</p> <p>Math:</p> <ul style="list-style-type: none"> • Pages 3 & 4 <p>*** Only page 4 needs to be returned***</p>
Thursday- Writing	<p>Writing:</p> <p>Journal Writing Time</p> <p>Author’s Chair</p>
Friday- Electives/ Fun Friday	<p>P.E</p> <p>AR/ Hotspot</p> <p>Fun Friday 11- 11:30 AM Virtual Field Trip</p>

3rd Grade Grading Policy

	Writing	Reading/Math/Social Studies
Excellent = 100 grade	<ul style="list-style-type: none"> - Turned in on time (Mondays by 6:30 pm) - Responding to prompt - 5 or more complete sentences - Used transitional words, sensory details, and closing statement 	<ul style="list-style-type: none"> - Turned in on time (Mondays by 6:30 pm) with all questions completed - Showing proof of strategies and work (for example, showing text evidence for reading and labeling fractions in math) - Mostly correct answers (with proof!)
Proficient = 85 grade	<ul style="list-style-type: none"> - Responding to prompt - Used at least 1 transitional word - Used 1-2 sensory details - Included closing statement 	<ul style="list-style-type: none"> - Work turned in with very little strategies/proof (even if answers are correct) or a few missing questions - Strong effort on work, even with errors
Developing = 70 grade	<ul style="list-style-type: none"> - Very minimal work or effort demonstrated 	<ul style="list-style-type: none"> - Very minimal work or effort demonstrated

**** Please note, that work turned in late will receive a 5-point deduction for each day work is turned in late.**

Please reach out with any extenuating circumstances regarding late work. Thank you!



Weekly Food Log



Sun

Mon

Tue

Wed

Thu

Notes

Fri

Sat

3rd – 5th Grade FITNESS FUN!

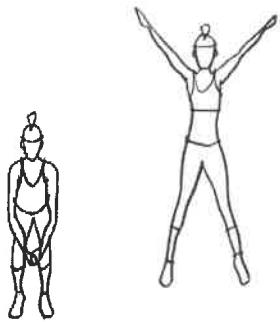
May 4 - May 8

My Goal: Complete two rounds of each exercise every day. Once each activity is complete, mark with an "X"

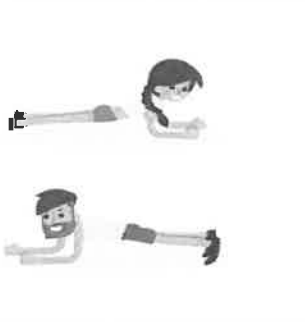
	Monday	Wednesday	Friday
10 Star Jumps			
30 sec Planks			
10 Squats Jumps			
10 Half Jacks			
10 Push Ups			
10 Front to Back			
10 Side to Side			
10 Butterfly Kicks			
30 sec Running in Place			
Play Outside: 15-30 min			

Below are examples of each exercise workout scholars will complete.

Star Jumps



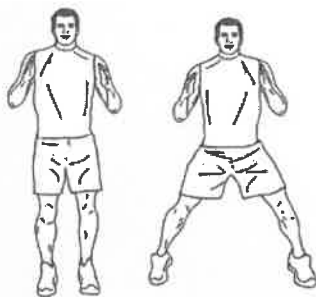
Plank



Squat Jumps



Half Jacks



Push Ups



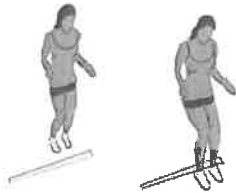
Modified Push Ups



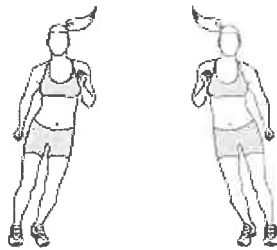
afamy stock photo

afamy stock photo

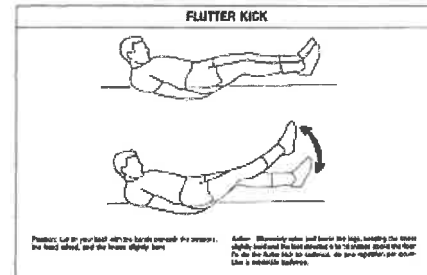
Front to Back



Side to Side



Butterfly Kicks



3RD Grade Reading/ELA

Week 7 One Pager

Please turn in Answer Sheet for this week's graded assignment.

Day	Assignment
Monday- Week 7 Day 1	<ul style="list-style-type: none">• Read the poem titled <i>Elephant</i> Answer questions 1-4.• Read the poem <i>Cinco de Mayo</i> and Answer questions 5-8.
Wednesday- Week 7 Day 2	<ul style="list-style-type: none">• Read the poem <i>Climbing</i>• Answer Comprehension Questions 1-8• Bubble in your answers on the bubble sheet. Take a picture of the bubble sheet ONLY and submit it via email, remind, or dojo to Ms. Brown.• You will only submit the answer sheet for a grade this week.

Additional Resources:

Please check out storyworks. Scholars can read different articles from a collection of magazines! Follow the steps below to access storyworks.

1. Go to <https://storyworks.scholastic.com/>
2. Click the log-in button and select student
3. Enter the following passcode: Idea2020

Poetry Sites:

Interested in reading more poetry check out the following sites!

<https://www.poetry4kids.com/>

<http://www.shelsilverstein.com/>

<https://poets.org/>

<https://www.poetryfoundation.org/learn/children>

Need help with rhyming words? Visit <https://www.rhymezone.com/>

Tips:

Types of Poetry

1. **Free verse** – a poem that does not have a regular rhyming pattern.
2. **Narrative poem** – a poem that tells a story and has a plot, setting, and characters.
3. **Lyrical poem** – a poem that has a specific rhythm, regular meter, and rhyme.
4. **Humorous poem**- This type of poem can make you laugh or can be silly. Most of the time it is a fun poem to read.

Poetry Strategies

Please make sure to complete these strategies

- Number lines and stanza's
- Identify rhyming words
- Identify the rhyme scheme remember to use the rhyming words to help with the rhyme scheme.
 - **Rhyme Scheme- the pattern of rhyming words in a poem. (Ex. AABBA)**
- Look for figurative language (similes, metaphors, alliteration, personification etc.)

Name _____

Date _____

Reading Week 7, Day 1

Focus: Poetry Elements/ Figurative Language

Read the selection below and answer the questions that follow.

Elephant

How great the mighty elephant
whose trunk is in the air.
His trumpeting call always makes
everyone aware.
Collecting food is what he does best.
He sprays water high within the air.
How great the mighty elephant.
He is beyond compare.

1. A synonym for the word mighty in line 1 is –

- A. impressive
- B. scrawny
- C. forceful
- D. possible

2. Read this line from the poem.

***His trumpeting call always
makes everyone aware.***

This line mainly helps the reader imagine what an elephant –

- A. looks like
- B. sounds like
- C. feels like
- D. smells like

3. Lines 1 and 7 show that the speaker –

- A. believes the elephant is an impressive animal
- B. knows how many things an elephant can do with its trunk

- C. is not concerned about animals in the wild
 - D. believes elephants are an endangered species
4. According to the speaker, the sound the elephant makes is loud because it –
- A. is knowledgeable about musical instruments
 - B. awakens other animals in the area
 - C. is a sensitive animal
 - D. alerts everyone it is near

Cinco de Mayo

Colorful decorations all around
are flying through the breeze.
Mexican Independence is celebrated
by many.

The scent of fresh tamales fills the air.
Nothing else can compare.
Churros smell like honey.
The fifth of May is awesome!

Crowds swirling all around
are singing and dancing through the town.
People are squeezing through
like sardines in a can.
I'm so proud of who I am.

1. By the end of the poem, the reader realizes that the speaker –
- A. is able to act like fish
 - B. does not know how to get through large crowds
 - C. is pleased to be Mexican
 - D. needs to practice dancing a little more

2. Which line from the poem helps the reader imagine the speaker's experience while trying to get through the crowd?

- A. Colorful decorations all around are flying through the breeze.
- B. The smell of fresh tamales fills the air.
- C. The fifth of May is awesome!
- D. People are squeezing through like sardines in a can.

3. How can the reader tell that this is a free verse poem?

- A. The poem tells a story with characters and a setting.
- B. The lines of the poem do not have a regular rhyme scheme.
- C. The poem uses imagery and visual pictures to describe events.
- D. The lines of the poem have a regular rhyming pattern.

4. The lines below mainly help the reader imagine what being at a Cinco de Mayo celebration –

The scent of fresh tamales fills the air. Nothing else can compare.

- A. smells like
- B. looks like
- C. sounds like
- D. feels like

Reading

Week 7, Day 2

Focus: Poetry Elements

Skills: Author's Craft, Imagery, Descriptive Details, Poetry Elements

Complete the passage and remember to show all strategies

- Number lines and stanzas
- Identify the rhyming words
- Identify the rhyme scheme
- Look for Sensory Details

Reading Week 7, Day 2

Read the selection and choose the best answer to each question. Then fill in the answer on your answer document.

Climbing by Aileen Fisher

The trunk of a tree
is the road for me
on a sunny summer day.

Up the bark
that is brown and dark
through tunnels of leaves that sway
and tickle my knees
in the trembly breeze,
that's where I make my way.

Leaves in my face
and twigs in my hair
in a squeeze of a place,
but I don't care!
Some people talk
of a summer walk
through clover and weeds and hay.

Some people stride
where the hills are wide
and the rocks are speckled gray.

But the trunk of a tree
is the road for me
on a sunny summer day.

1. The speaker is tickled when —
 - A. the wind blows leaves against her
 - B. twigs get tangled in her hair
 - C. she walks through a field
 - D. she climbs a hill

2. Lines 10 through 13 show that the speaker —
 - F. is not certain when she will stop climbing
 - G. knows of a perfect spot to rest while climbing
 - H. agrees with what others say about climbing trees
 - J. is not bothered by the challenges of climbing trees

3. What part of the tree is compared to a road?
 - A. The trunk
 - B. The leaves
 - C. The bark
 - D. The twigs

4. According to the speaker, climbing a tree can be difficult because —
 - F. the bark on the tree is rough
 - G. there are too many people trying to climb the tree
 - H. there is not a lot of space to move around in some areas of the tree
 - J. the leaves on the tree do not provide enough shade from the sun

5. In line 17, what does the word stride mean?
 - A. Sleep
 - B. Fall
 - C. Build
 - D. Walk

6. Which line from the poem helps the reader imagine the speaker's experience while climbing the tree?
 - F. through tunnels of leaves that sway

- G. that's where I make my way
- H. where the hills are wide
- J. But the trunk of a tree

7. Which of these lines from the poem rhyme?

- A. Lines 2 and 4
- B. Lines 8 and 9
- C. Lines 11 and 13
- D. Lines 15 and 16

8. Read the lines from the poem.

Tickle my knees in the trembly breeze,

What sense does these lines appeal to?

- A. Smell
- B. Taste
- C. Hear
- D. Feel

Climbing Answer Sheet

Please submit this Page ONLY!

Directions: Use this sheet to record your answers for the poem *Climbing*. Only write the letter that you circled for each question. **Take a picture of the answer sheet ONLY and submit it via email, remind, or dojo to Ms. Brown.**

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Grade 3- Math

Module 5- Week 7

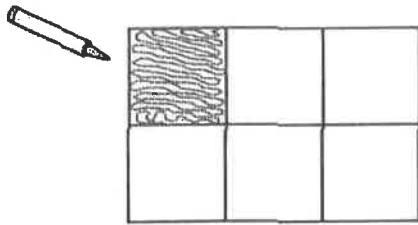
- **Suggested Schedule:**
 - o Monday 5/4- Pgs. 1-2
 - o Wednesday 5/6- Pgs. 3-4
- Please feel free to complete the work at the schedule and pacing that works best for your family's schedules to allow them to complete the work by May 11th

- Students only need to return page 4 this week

Questions?

- **IDEA Judson YouTube Channel:** https://www.youtube.com/channel/UC55J24gTdnm5_adXoPfW68Q/playlists
- **Office Hours:** Mondays & Wednesdays, 1:00-2:00
- **Zoom:** <https://zoom.us/j/5079547980>
Password: Idea
- **Email:** katelynn.osburnstenc@ideapublicschools.org
- **Phone:** (210) 390- 6340

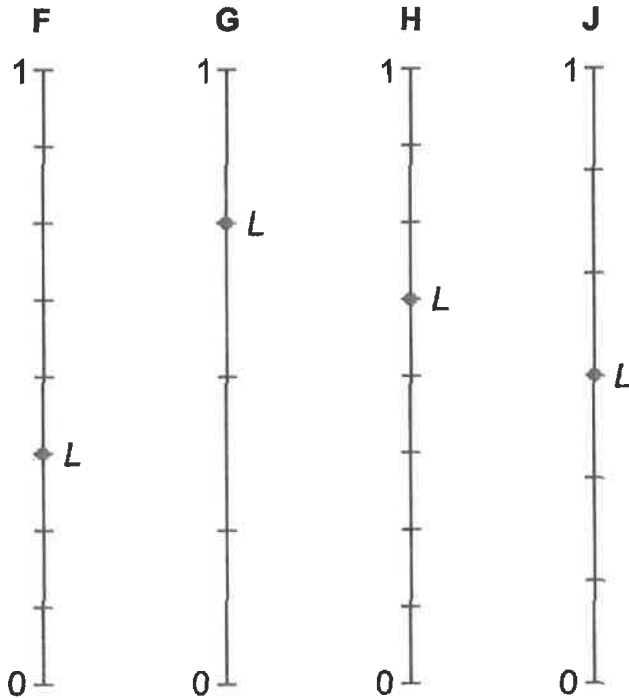
1 Damarco is shading a fraction model.



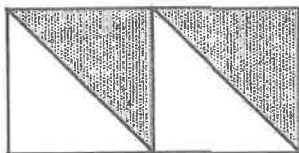
How many more parts should he shade to represent the fraction $\frac{5}{6}$?

- A** 3 **B** 4 **C** 5 **D** 2

2 On which number line does point L represent three eighths?



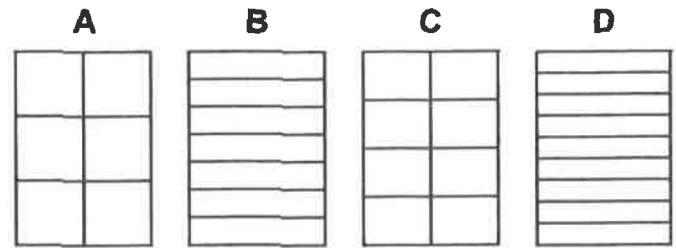
3 Jenna shaded the fraction model below.



What fraction of the model is shaded?

- A** $\frac{2}{5}$ **B** $\frac{2}{3}$ **C** $\frac{2}{2}$ **D** $\frac{2}{4}$

1 Adrian wants to represent five eighths. He could shade 5 parts of which template to represent the fraction?



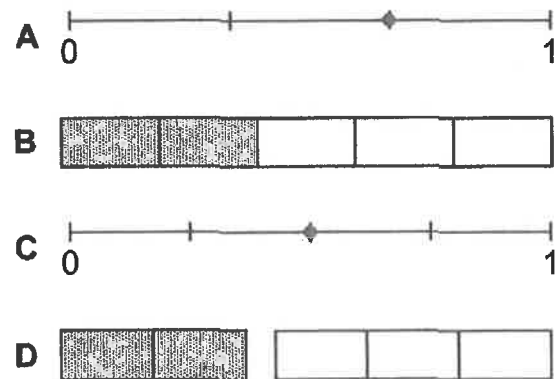
2 Clara placed point C on the number line shown below.



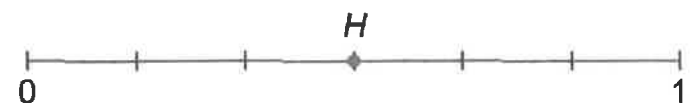
Point C represents which fraction?

- F** $1\frac{1}{5}$ **G** $\frac{3}{5}$ **H** $1\frac{1}{4}$ **J** $\frac{3}{4}$

3 Which model represents two thirds?



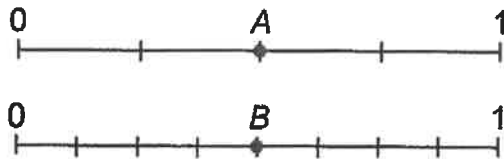
4 Hayden placed point H on the number line below.



Point H represents which fraction?

- F** $\frac{3}{7}$ **G** $\frac{3}{3}$ **H** $\frac{3}{6}$ **J** $\frac{3}{5}$

1 Amanda drew models of fractions *A* and *B* on the number lines below.



Amanda's models show that –

A $\frac{2}{3} = \frac{4}{6}$ C $\frac{2}{4} = \frac{2}{8}$

B $\frac{2}{6} = \frac{4}{8}$ D $\frac{2}{4} = \frac{4}{8}$

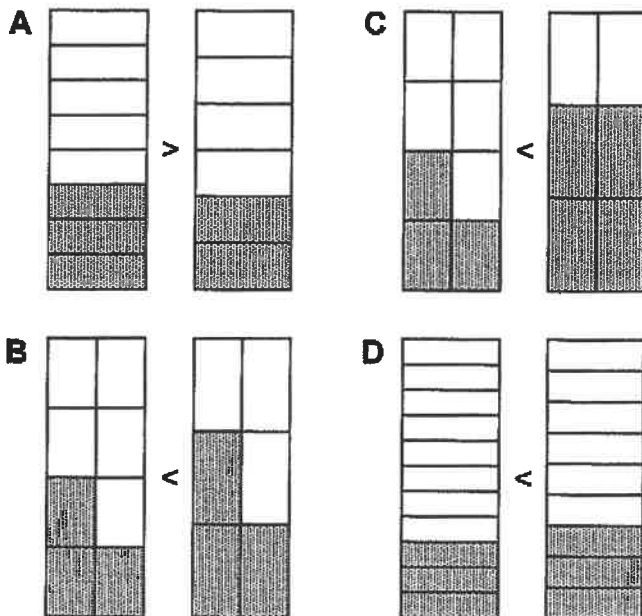
2 Each model represents one third.



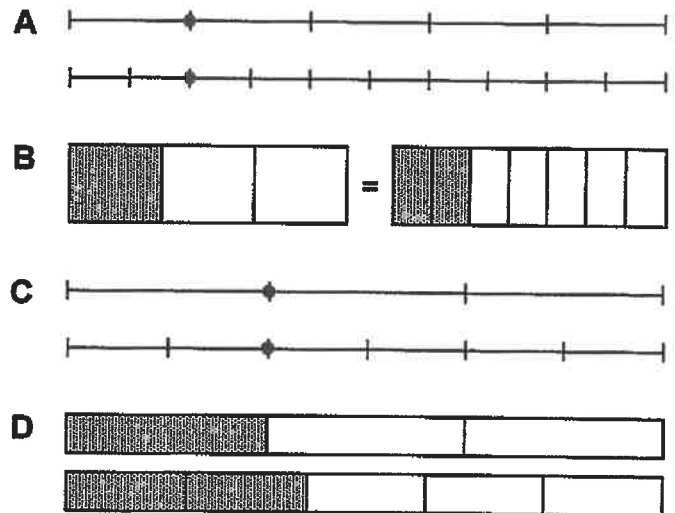
Is fraction X equivalent to fraction Y?

- F Yes. One third equals one third.
- G Yes. The areas of the shaded parts are the same size.
- H No. The wholes are different sizes.
- J No. Squares are always smaller than circles.

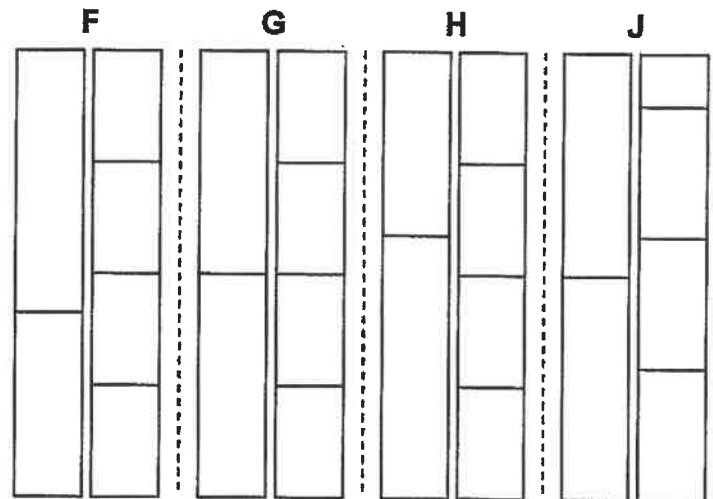
3 Which model justifies David's conclusion that three eighths is less than three sixths?



1 Which model shows that one third is equivalent to two sixths?



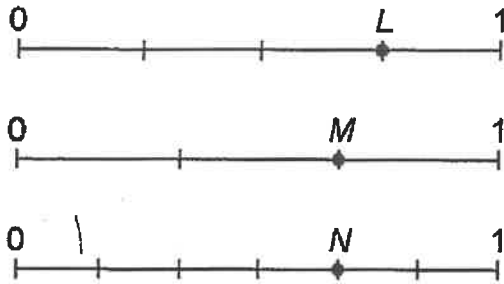
2 Cheng wants to show that one half is equivalent to two fourths. Which pair of templates can Cheng use to show this?



3 Rashida jogged $\frac{5}{8}$ of a mile. Kendra jogged $\frac{5}{6}$ of a mile. Which girl jogged the greater distance?

- A Rashida, because $\frac{5}{8} > \frac{5}{6}$.
- B Kendra, because $\frac{5}{6} > \frac{5}{8}$.
- C Rashida, because $\frac{5}{5} > \frac{6}{8}$.
- D Neither, because $\frac{5}{8} = \frac{5}{6}$.

1 Models of fractions L , M , and N are shown below.



Which statement is true?

- A None of the fractions are equivalent.
- B Fractions M and N are equivalent.
- C All three fractions are equivalent.
- D Fractions L and N are equivalent.

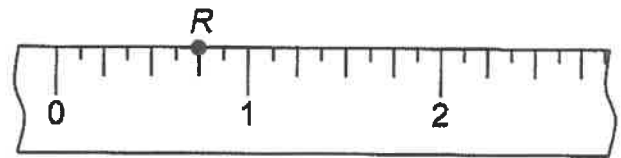
2 Alexa wants to draw and shade models to show that one fourth is equivalent to two eighths. Alexa should make sure that –

- F the whole she divides into fourths is a circle and the whole she divides into eighths is a rectangle.
- G the wholes she divides into fourths and eighths are different sizes.
- H the whole she divides into fourths is a triangle and the whole she divides into eighths is a quadrilateral.
- J the wholes she divides into fourths and eighths are the same size.

3 Steven drank $\frac{5}{6}$ cup of juice in the morning and $\frac{6}{6}$ cup of juice in the evening. Which correctly compares these fractions?

- A $\frac{5}{6} = \frac{6}{6}$
- B $\frac{5}{6} > \frac{6}{6}$
- C $\frac{5}{5} < \frac{6}{6}$
- D $\frac{5}{6} < \frac{6}{6}$

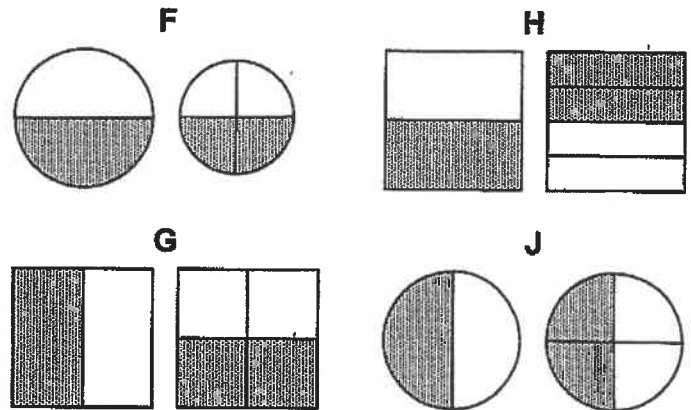
1 Look at point R on the ruler below.



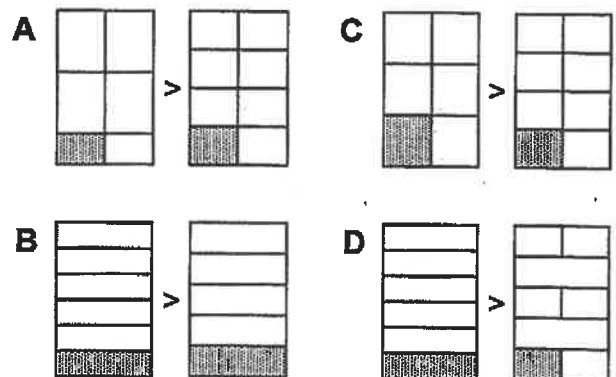
Which two fractions does point R represent?

- A $\frac{3}{4}$ and $\frac{6}{8}$
- B $\frac{1}{4}$ and $\frac{6}{8}$
- C $\frac{2}{4}$ and $\frac{6}{8}$
- D $\frac{3}{4}$ and $\frac{6}{6}$

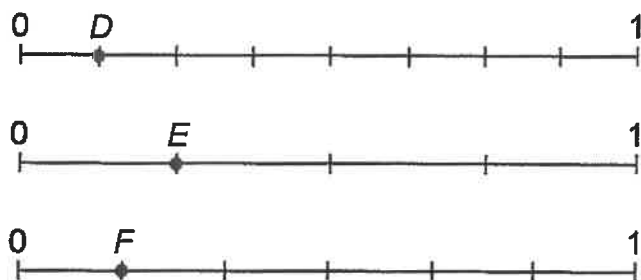
2 Which model does NOT show that one half is equivalent to two fourths?



3 Karen ate $\frac{1}{6}$ of a cake. Mulan ate $\frac{1}{8}$ of the same cake. Karen believes that she ate more of the cake than Mulan. Which model can be used to justify Karen's conclusion?



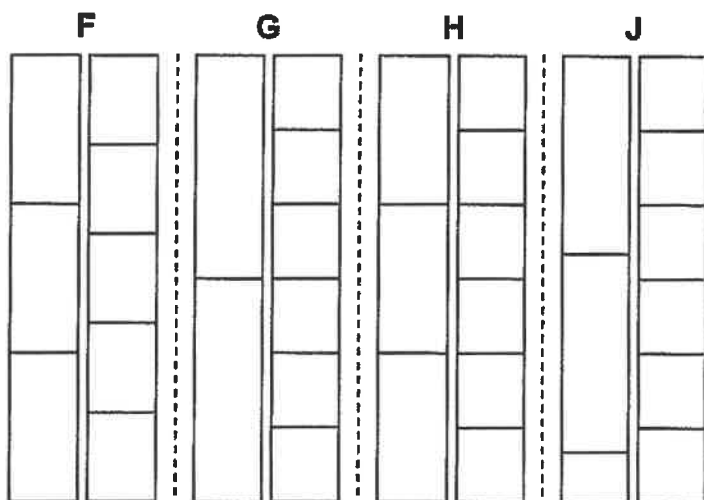
1 Models of fractions D , E , and F are shown below.



Which fractions are equivalent?

- A Fractions D and E only
- B Fractions D and F only
- C None are equivalent
- D All three fractions are equivalent

2 Faith wants to show that one third is equivalent to two sixths. Which pair of templates can Faith use to show this?

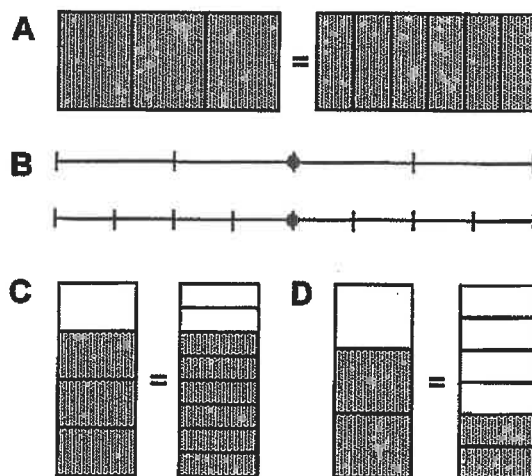


3 Dylan ate $\frac{3}{6}$ pound of shrimp. Carlos ate $\frac{3}{4}$ pound of shrimp. Which shows a correct comparison of these two fractions?

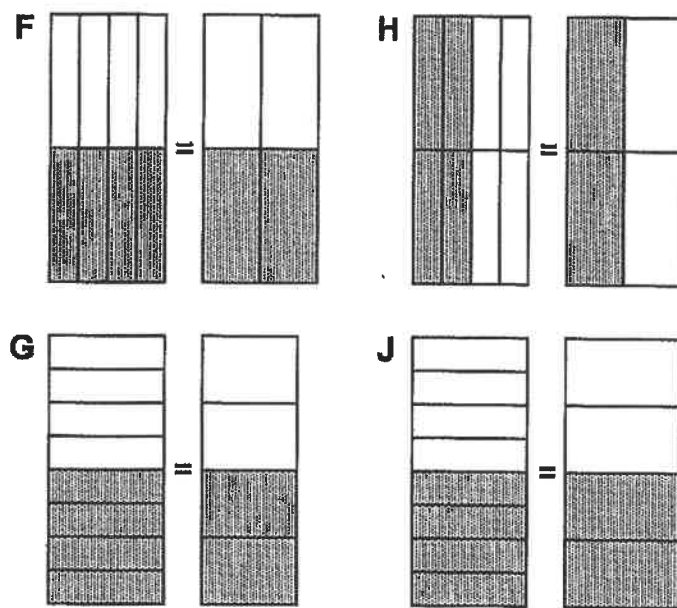
- A $\frac{3}{6} > \frac{3}{4}$
- B $\frac{4}{6} < \frac{3}{3}$
- C $\frac{3}{6} = \frac{3}{4}$
- D $\frac{3}{6} < \frac{3}{4}$

****Return this page only to Mrs. Stence****

1 Which diagram does NOT represent a pair of equivalent fractions?



2 Which model does NOT show that four eighths is equivalent to two fourths?



3 Alexander drank $\frac{5}{8}$ cup of water after recess. Demont drank $\frac{5}{6}$ cup of water. Which shows a correct comparison of these two fractions?

- A $\frac{5}{8} < \frac{5}{6}$
- B $\frac{5}{8} > \frac{5}{6}$
- C $\frac{5}{8} = \frac{5}{6}$
- D $\frac{6}{8} < \frac{5}{5}$

Writing: Journal Time

Jaguar Family, here are the steps for writing for week of 5-4-20. Your scholar was busy researching and learning about an interesting animal before Spring Break (that they chose with their partner). They have been asking about being able to write about their animal. We'll here is there chance, this week your scholar can begin a final draft about the animal they chose. If they have their notes and journals, please have them use the information they gathered while in school. If they do not have their materials, please allow them to do some research on an animal they are interested in and write about it. The final piece should include a strong opening, facts (the animal habitat, diet/food they eat, preys, are they living/extinct and any other interesting facts they want to share), it should have a good closing, sensory details, interesting words, capital letters, great spelling and of course must be written neatly. **This writing piece will be worth 2 grades (Presentation grade and final draft).** Please reach out to me for any questions you or your scholar may have. ****Please scan/take a picture of the writing and turn in to me no later than 5-13-20. (5 points will be deducted each day if turned in late)**** We will do Author's chair on Thursday 5-14-20 so if your scholar has a special chair they would like to sit on while presenting that would be wonderful but it's not mandatory. I am asking that during Author chair time that no one is laying on their bed or playing with their pet(s).

Thank you, Mrs. Bonds

Jag News

Writing Time

The purpose of a newsletter is to provide information on how the next few weeks of distance learning will look. If your scholars has access to the internet feel free to allow him/her to gather research about an interesting. We started working on this writing before Spring Break. If your scholar does not have their journal with them it's ok. They can gather information about their animal by using books, the internet or things they already know about their animal. The Final piece will be due Monday 5-11-2020. **This writing piece will be worth two writing grades** so please remind your scholar to give me their best handwriting, use sensory details, tell important facts about their animal (ex: their habitat, foods the animal eats, are they still alive/extinct) and have a good closing. ****Please scan/take a picture by 5-13-20 for a grade** (5 points will be deducted each day that the writing is late unless you reach out to me).**

Writing Prompt:

5-4-20 to 5-8-20: Write about an interesting animal that you have researched. (Example: giraffe, elephant, whale, tiger)

If scholar has his/her notes and rough draft they can use to start on their final draft. If they do not have their materials tell them to research if they need to or do what they can with what they remember about their animal.

***Scholars should use lined paper when completing their final draft.** Don't forget to put name and date on paper**

Writing for Week 4-13-20 to 4-17-2020

- Writing Directions
- Writing Prompt

Special Reminders:

- Start each sentence with a capital letter. (My favorite food is shrimp.)
- Grab your readers attention (strong introduction)
- Use correct punctuation marks. (., ? "?!)
- Remember to use interesting words. (gigantic, bold, strong)
- Check your spelling.
- Closing Sentence (wrap it up, don't leave your reader hanging).
- Write in your best handwriting.
- Make sure you are writing at least 5 sentences or more.
- HAVE FUN!!!



INSIDE STORY HEADLINE

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that

promotes a new product.

You can also research articles or find “filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you’re finished writing your newsletter, convert it to a Web site and post it.

“To catch the reader's attention, place an interesting sentence or quote from the story here.”

INSIDE STORY HEADLINE

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you’re trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

INSIDE STORY HEADLINE

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.



Caption describing picture or graphic

INSIDE STORY HEADLINE

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

INSIDE STORY HEADLINE

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

INSIDE STORY HEADLINE

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

INSIDE STORY HEADLINE

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety

of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.



Caption describing picture or graphic

INSIDE STORY HEADLINE

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

INSIDE STORY HEADLINE

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

INSIDE STORY HEADLINE

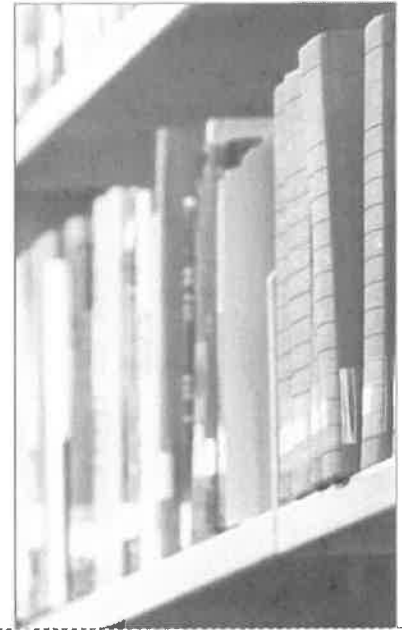
This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.



“To catch the reader's attention, place an interesting sentence or quote from the story here.”

INSIDE STORY HEADLINE

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find “filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

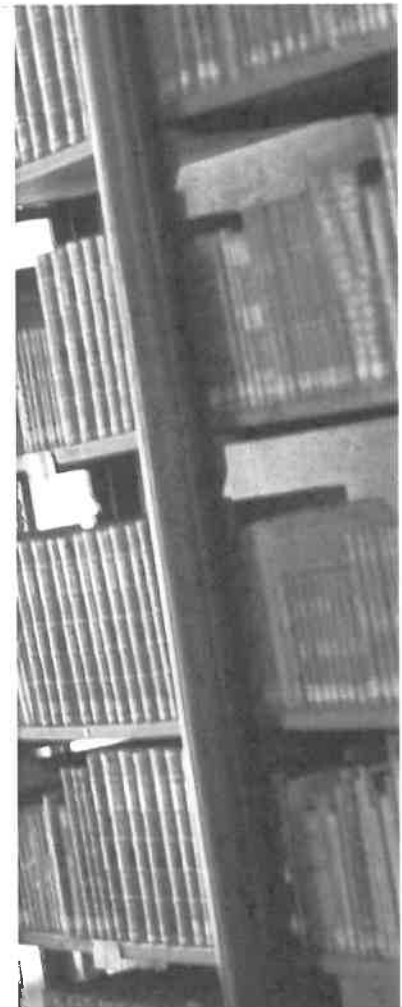
This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.



YOUR ORGANIZATION

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

BACK PAGE STORY HEADLINE

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.

Your Organization
Primary Business Address
Your Address Line 2
Your Address Line 3
Your Address Line 4

Phone: 555-555-5555
Fax: 555-555-5555
E-mail: someone@example.com

PLEASE
PLACE
STAMP
HERE

Mailing Address Line 1
Mailing Address Line 2
Mailing Address Line 3
Mailing Address Line 4
Mailing Address Line 5



YOUR LOGO
HERE