

Newsletter Lesson Plan

Title: Newsletter		Grade Range: 6-8
Integrated Curriculum Area: Language Arts	Concept and Competencies: Writing Process	Tool: Word Processing Software
Summary: Students work in small groups to create and format newsletters.		

Warm-up

- Make sure students have completed the EasyTech lesson **Word Processing Software: Tabs, Spacing, and Alignment** and its prerequisites.
- 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.

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.

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

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