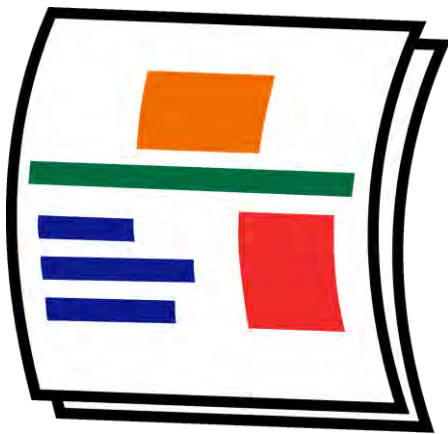


TECHNONewsletter

Teacher Guide

Lessons for Middle & High School Students: Grades 6 - 9



Technology Project using

Microsoft Word

Produce a fan club newsletter.

In this project, students create a fan club newsletter. They design a professional-looking publication using Word. Students learn valuable word processing skills such as formatting text, arranging objects, adjusting page layout, working with tables, referencing information sources, and inserting headers or footers. Challenging enrichment activities support learning with optional assignments that explain how to create a collage, provide writing ideas, and teach constructive commenting.

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TechnoNewsletter Overview

<p><i>Purpose:</i> Produce a newsletter that has a series of articles designed for a target audience.</p>	<p><i>Preparation:</i> (see <i>Appendix B:</i> for instructions)</p> <ul style="list-style-type: none"> • Install Microsoft 365 • Install Adobe Acrobat Reader • Share <i>Newsletter</i> folder with students • Print flashcards or tool summary (optional)
<p><i>Objectives:</i> (see <i>Appendix A:</i> Skill Summary)</p> <ul style="list-style-type: none"> • design a publication for a target audience • organize ideas using a planning sheet • write articles expressing a viewpoint • cite the source of information • revise writing to correct errors • share a publication in print or electronically • format text to make it easy to read • insert and format images • arrange text using bullets or a numbered list • divide content using page breaks • set line and paragraph spacing • arrange content using a table • copy and paste content • find and replace text • insert page numbers, headers, and footers 	<p><i>Materials:</i> (see <i>Appendix C:</i> for a complete list)</p> <ul style="list-style-type: none"> • Assessment Tools (marking sheet, checklists) • Newsletter folder <ul style="list-style-type: none"> ◦ Workbook Assignments ◦ Sample Files – Newsletter, Newsletter2, Newsletter3 ◦ Bookmarks (Extension Activity 2) • Parent Letter and Certificate (optional) • Bulletin Board materials (Extension Activity 4) • Commenting Agreement (Extension Activity 4) • Download Flashcards and Tool Summary from TechnoHub. (optional)
<p><i>Summary of Activities:</i></p> <ul style="list-style-type: none"> • Review sample newsletters to gain ideas. • Generate ideas for a newsletter using a planning sheet. • Create a front cover for the newsletter. Format the title and arrange article names in a bulleted list. • Decorate the front cover by inserting a picture and hyperlink. Format image. • Write an article that shares insights related to the topic. Organize ideas using a numbered list. • Design a word search of topic-related terminology using a table to position content. • Produce a word search answer key by copying content and filling cells. • Organize ideas for an opinion piece using a planning sheet. • Write an opinion piece with supporting quotes. Reference quotes using footnotes. • Complete the newsletter by inserting page numbers, headers, and footers. • Print, PDF, and/or share a publication electronically. 	
<p><i>Extension Activities:</i></p> <ul style="list-style-type: none"> • How to Save a Picture: Save images from Online sources. • Create a Collage: Create a collage using an Online service. • Keep Writing: Write additional articles. Some ideas include contest, review, interview, or quiz. • Digital Citizenship and Commenting: Share newsletter. Read, write, and respond to comments. 	
<p><i>Assessment:</i></p> <ul style="list-style-type: none"> • Self-Evaluation Checklists • Peer-Evaluation (Extension Activity 4) • Teacher Evaluation (Skill Summary, Newsletter Marking Sheet) 	
<p><i>Notes:</i></p> <ul style="list-style-type: none"> • If you have younger students, you may wish to substitute an activity from the <i>Keep Writing</i> extension activity for the Opinion Article. 	

Technology Integration Ideas

TechnoNewsletter integrates into curriculum. Your students can create a newsletter on a wide range of topics or for various audiences. You may wish to include project activities as part of a language arts, history, or science unit. Below are some suggestions:

- *Pop Culture*: Celebrate a passion for a popular person, group, or team. It could be a famous actor, singer, athlete, or band. Write articles for avid fans.
- *School Newsletter*: Create a school newsletter. Select a school team or club. Articles can be about games, activities, events, players, or coaches.
- *Novel Study Activity*: Design a newsletter for a book club. Feature a novel. Write about the characters, define vocabulary from the text, and make connections to story events.
- *Historical Figure*: Publish a newsletter for history lovers. Place the spotlight on a historical period or significant person. Articles can highlight important events, little known facts, and famous quotes.
- *Travel Destination*: Showcase a location for vacationers. Write articles for interested travelers. Explain why the place is a "must see" and include testimonials from tourists.
- *Discovery News*: Produce a newsletter for science enthusiasts. Articles can highlight issues or recent discoveries. Include facts from reliable sources or quotes from notable scientists.

Understand the Big Picture

Not sure where to integrate TechnoNewsletter?

There are three samples provided for this project. The first sample is based on pop culture and is about a fictional character called TechnoStar. The second sample is of the historical figure Amelia Earhart. The third sample is based on the environmental issue of composting. These samples provide ideas on how you can include these activities into your curriculum.

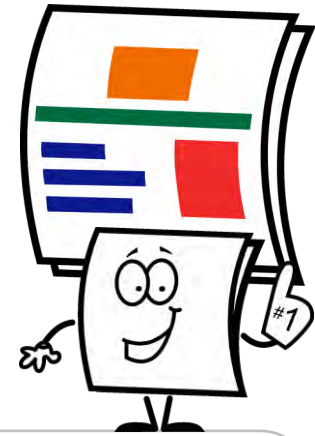
Assignment 1 FANtastic Newsletter

Who is your favorite person, group, or team?
You are now in charge of their Fan Club!

A fan club is an organization or community that people join to share their devotion and interest with others.

You are going to publish a newsletter that connects with the fan base. It will include articles, word search, photo gallery, and more!

To get your creativity flowing, study the sample newsletter. What do you like about it? What would you change?



Start to think about your own newsletter. You could write about:

- Pop Culture
- School News
- Novel Study/Book Club
- Historical Figure/Time Period
- Travel Location/Hometown
- Science Discoveries/Gadgets

Open the Fan Newsletter Sample

- ▷ Go to the *Newsletter* folder.
- ▷ Open sample *Newsletter* file.

Study the Fan Newsletter Sample

1. The title page is what fans will see first. List the contents of the title page:

- newsletter title
- picture
- list of articles
- link to join official fan club
-

2. View page 2. This article explains the reasons a person should go to see a concert.

a) Why would fans want to read this article?

Fans may want to know more about a live performance because they want to go to a concert in the future. Fans may have attended a similar performance and they may want to compare their experience.

b) The information in the article is organized using a numbered list. Why is this a good way to organize information?

A numbered list makes it easy to read information quickly.

3. View page 3. The word search is made using two tables. It has words related to the topic. Look for some of the words. Can you find them?

Why is it a good idea to add puzzles such as a word search to a newsletter?

Puzzles are fun for readers to complete.
Puzzles offer an alternative to reading information.

4. The answer key for the word search is at the end of the newsletter.

Why do you think the answer key is in this location?

The answer key is at the end so that a person cannot easily look up the answers before completing the puzzle.

5. View page 4 and 5. This article is an opinion piece that explains the connection a fan has with the musician.

- a) What is the opinion stated in the article?

The musician is an excellent role model because she does charity work and her lyrics have a positive message.

- b) Quotes from song lyrics are included in the article. What makes the lyrics easy to read and stand out on the page?

Song lyrics are single spaced and indented from the left margin to form a block of text.

6. List the other articles or content that is included in the newsletter.

- collage or photo gallery
- header (newsletter name, issue number)
- footer (student name, page number)

7. Who would read this newsletter? Describe the audience. For example, what are their interests, age range, or gender?

The audience of this newsletter likes TechnoStar, pop music, 12-18 years old, and is likely female.

There are MORE sample newsletters.
View Newsletter 2 to see a fan club for *Amelia Earhart* or
Newsletter 3 for environmentalists.
What do you like about them? What ideas do they give you?



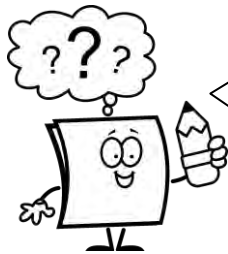
8. Make a list of people, groups, teams, or topics you like. Circle your best idea.

•		•		•	
•		•		•	
•		•		•	

Assignment 2 Start a Fan Club

You need to plan the content for your fan club newsletter. There are several articles that you are going to create.

- Top 5 Article: Provide facts that readers want to know. Organize information using a numbered list.
- Word Search: Design a puzzle using a table that is a grid of letters with hidden words.
- Fan Connection: Write an opinion piece that states why fans connect with the person, group, or team. Include quotes to explain the connection. Quotes can be from a song, movie, book, interview, website, testimonial, or social media post.



It is a good idea to brainstorm ideas for your newsletter. This will help you to plan ahead.

Answer the questions to get creativity flowing!

Get Organized

1. Who or what are you picking for your fan club newsletter?
2. Who would read this newsletter? Describe the audience. For example, what are their interests, age range, or gender?

Complete the Article Titles to Develop Ideas Fans Will Find Interesting

3. You are going to write an article that organizes information using a numbered list. Complete these titles to generate possible article ideas:

Top 3 Reasons

4 Fun Facts About You Need to Know

10 of the Best

6 Questions About You Want Ask

My 5 Favorite

7 Signs you Are a Fan

8 Secrets Revealed

Generate a List of Terminology Related to Your Topic

4. You are going to design a word search. Make a list of words related to your topic. Challenge yourself! Can you think of more than ten?

•		•		•	
•		•		•	
•		•		•	
•		•		•	
•		•		•	

List Quotes that Connect with Fans

5. Why are fans devoted? You are going to write an opinion piece that states why fans connect with the person, group, team, or topic. The article will include quotes. A quote is a copy of words used in text or speech. The quotes can be from a song, movie, book, interview, website, testimonial, or social media post.

Make a list of possible quotes you could use in your article. List the source.

Quote: _____

source: _____

Quote: _____

source: _____

Quote: _____

source: _____



IMPORTANT! You should have a wide range of ideas for your newsletter. If you are stuck for ideas now is the perfect time to change your topic!

Find Websites Related to Your Topic that Fans Will Love

6. You are going to include a link to a website related to your topic. List possible websites fans would want to visit.

http:// _____

http:// _____

http:// _____

Collect Pictures

You need pictures for your newsletter. Gather a wide range of images so that you will have lots of choice. Refer to *Extension Activity 1* for instructions if you need help.



7. I have saved in my folder, seven or more pictures related to my topic.
 I have a wide range of pictures.

Assignment 5 Top 5 List

In this assignment, you are going to write the first article for your newsletter. It must include interesting facts or insights that fans want to know. Information will be organized using a numbered list. A list chunks information so that it is easy for readers to scan quickly.

In Assignment 2 you completed several title starters to generate possible article ideas. Refer to question 3 to re-read the titles. Do you like any of the writing ideas? Do you know lots about the topic? If yes, you are ready to get started. If not, think of another idea for your article.

You will format your article so fans can get information fast. Here is your "To Do" list:

Article Ideas:

- ✓ Top 3 Reasons
- ✓ 4 Fun Facts
- ✓ 10 of the Best
- ✓ 6 Questions
- ✓ My 5 Favorite
- ✓ 7 Signs
- ✓ 8 Secrets



- ❑ Insert a page break to create a new page.
- ❑ Add the article title.
- ❑ Write an introductory paragraph.
- ❑ Create a list of interesting facts or insights.
- ❑ Adjust the paragraph spacing of the article.
- ❑ Insert a picture and crop it into a shape to decorate the page.

A diagram illustrating the structure of an article. It features a central box with the following content:

Article Title

Write an introductory paragraph that tells about the article. It explains the purpose of the list.

1. **Fact subheading:** Explain the fact or insight. What do fans want to know?
2. **Fact subheading:** Explain the fact or insight. What do fans want to know?
3. **Fact subheading:** Explain the fact or insight. What do fans want to know?
4. **Fact subheading:** Explain the fact or insight. What do fans want to know?
5. **Fact subheading:** Explain the fact or insight. What do fans want to know?
 - a. Share even more facts with fans.
 - b. Share even more facts with fans.
 - c. Share even more facts with fans.

Below the list is a placeholder for a picture, represented by a small image of a mountain range.

Annotations and callouts include:

- A speech bubble from a cartoon character says: "Pick a topic for your article that you know lots about!"
- Arrows point to the introductory paragraph with the text: "Adjust paragraph spacing above and below the text."
- Arrows point to the subheadings with the text: "Add subheadings that summarize each fact."
- An arrow points to the bottom right with the text: "View newsletter samples for ideas."


Two sample newsletter pages are shown at the bottom right, one titled "Amazing Achievements by Amelia Earhart" and another titled "Top 5 Reasons for Compost".

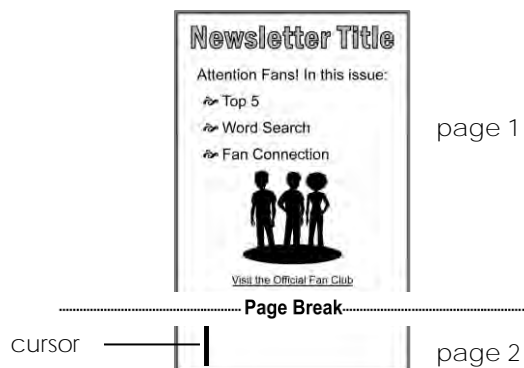
Open the Newsletter in Word

Insert a Page Break




You are going to write your first article. To start, you need to make a new page. To do this, you must insert a page break. A page break can be used to add a blank page or divide content onto separate pages.

- ▷ On the *Home* tab, click *Show/Hide* ¶ to display formatting information.
- ▷ Place the cursor at the END of the front cover.
or press CTRL+END to move the cursor to the end of the document.
- ▷ Click the *Insert* tab; click *Page Break*. 



- ▷ Click the *Home* tab; click *Show/Hide* ¶ to hide formatting information.

Type an Attention-Grabbing Title on the New Page

- ▷ Place the cursor on the new page.
On the *Home* tab, click *Clear All Formatting* A to remove any formatting.
- ▷ On the new page, type **Article Title**.
Press ENTER.
- ▷ Format the font , size , style ***B I***, effects **A**, color **A**, and alignment .

Introduce the Topic of the Article





You need to introduce fans to the topic of your article.

What is it about?

Why do they want to read it?


- ▷ Position the cursor below the title. You may need to press ENTER.
- ▷ Type a few sentences that **describes the article to fans**. Press ENTER twice.

List Interesting Facts or Insights

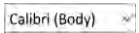



- ▷ Position the cursor below the introductory paragraph.
- ▷ Click *Numbering*. 
- ▷ Type a **fact** or **insight**. Press ENTER.
- ▷ Continue to type facts or insights. Press ENTER after each one to create a numbered list.
- ▷ Press ENTER 3 times when you are done typing.
- ▷ To remove an unwanted number, click *Numbering*. 

5. **Fact subheading:** Explain the fact or insight.
What do fans want to know?


- Share even more facts with fans.
- Share even more facts with fans.
- Share even more facts with fans.

Create a multi-level list!
Use *Increase indent*  to make an alphabetized list.

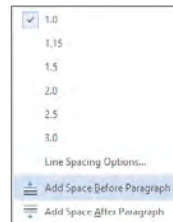


- ▷ Format the font , size , style ***B I***, effects , and color .

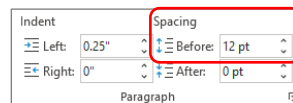
Automatically Add Space Before a Paragraph

- ▷ Select the list of facts.
- ▷ Click *Line and Paragraph Spacing*. 
Pick *Add Space Before Paragraph*.

You can quickly add 12 pt of space before a paragraph. Try it!



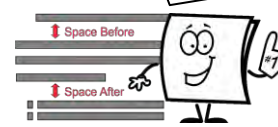
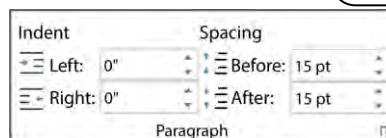
- ▷ Click the *Layout* tab. Look in the *Paragraph* group. 12 pt is in the *Before* box.





Set Paragraph Spacing



- ▷ Select the introductory paragraph.
- ▷ From the *Layout* tab in the *Paragraph* group:
 - Type **15 pt** in the *Before* box.
 - Type **15 pt** in the *After* box.

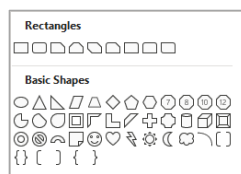
Paragraph spacing is the amount of space above or below a paragraph. It is measured in *points* or *pt*.



Insert a Picture to Illustrate the Article and Crop into a Shape

- ▷ Place the cursor on the page.
- ▷ From the *Insert* tab, click *Insert Pictures*. 
- ▷ Choose *Online Pictures...* from the menu. 
- ▷ In the search box, type a **search word**. Press ENTER.

- ▷ Click on a picture you like, then click *Insert*.
- ▷ With the picture selected, click the *Picture Format* tab; click the *Crop*  arrow. Click *Crop to Shape*.  Pick a shape.



Top 5 Article Checklist



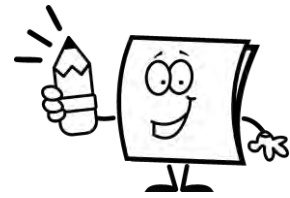
	✓
Article Title	
The title has capital letters.	
The title grabs attention and tells about the topic of the article.	
Content	
The article is interesting to fans.	
The introductory paragraph tells about the article.	
Facts or insights are organized in a numbered list.	
There are no spelling or grammar errors.	
Design	
Text is formatted so that the article is easy to read.	
Paragraph spacing adds white space between text.	
The picture relates to the topic and is well-formatted.	
Article fits well on the page and is balanced.	

The article should fit on one page. Set the Zoom level to *Whole page* to see how it will look when printed on paper.

Save and Exit Word

Extension Activity 3: Keep Writing!

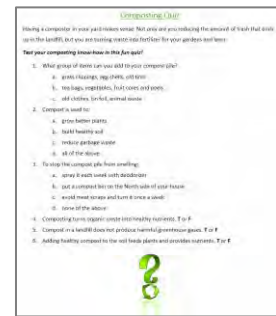
Newsletters can contain many other types of articles. Keep writing! Add to your newsletter a variety of attention-grabbing information, advice, entertainment, or fun pieces that will engage and interest your readers. Find some ideas below.



- Interview** (View Newsletter 2 to see a sample)
Make up a conversation with a person related to your newsletter. Interview the subject of the newsletter, a fan, a family member, a competitor, or someone in the same profession.
- Create an Advertisement**
Think of a product that fans who read your newsletter would like to have. Include a picture, persuasive description, and pricing information.
- Letter from the Editor**
Take the role of an editor. Include a photo of yourself and write a short message that welcomes readers to the newsletter.
- Letter to the Editor**
Take the role of a reader. Comment on an imaginary article in a recent issue of the newsletter. Offer praise or criticism. Request an article you would like to read.
- Staff Picks**
The newsletter team may recommend products, further reading, or advice. List top three endorsements from the employees.
- Contest/Giveaway**
Promote a contest or prize that can be won. Include a convincing description that promotes the prize, a picture, how to enter, and when winners will be announced.
- Up Close and Personal**
Write a short biographical article about the topic of the newsletter. Include facts that fans would want to know about lifestyle, interesting trivia, or little-known information.
- In the News**
Compose a report on a recent or upcoming event. Be sure to include who, what, when, where, and why.
- Product Review**
Write a product review about your topic. The article should include both positive and constructive feedback.
- How To**
Write step-by-step instructions about how to complete a task related to your topic. Some ideas are: give advice, make a craft, create a model, cook a recipe, do a trick, offer a tip.



- *Quiz* (View *Newsletter 3* to see a sample)
Make a trivia quiz for your readers. Title it: "How Well Do You Know _____?" Write a series of multiple-choice questions. Use a footnote or endnote to create an answer key.



- *Expose*
Surprise or shock the reader with an anecdote, statistics, or quotes. Reveal something about the newsletter topic that is new or not commonly known.
- *Personal Experience*
Write from your own point of view and your relationship with the newsletter topic. How did you get interested? When and why did you become a fan? Was there an event or special experience that hooked you?
- *Trends*
What are the latest trends related to your topic? Is there a new look, gadget, show, or celebrity that is 'hot'? Give a fresh, up-to-date look at what is fashionable and 'in'.
- *Gather More Ideas!*
Gather a collection of magazines, online or paper examples, to scan and examine the types of articles that you could add to your newsletter.

Newsletter Marking Sheet

NAME:

Content	
Publication effectively targets a specific audience.	/2
Front cover informs readers about the content. It includes a title, bulleted list of articles, image, and hyperlink.	/4
Article shares insights about a topic that is appealing to fans. It includes a title, introductory paragraph, and a numbered list of information.	/10
Word search lists topic-related terminology. It includes a title, instructions, search terms, and letter grid. The content is positioned using tables.	/3
Word search answer key is located at end of newsletter with all answers highlighted.	/2
Opinion article states a viewpoint with quotes to support argument. It includes a title, introduction, two paragraphs, two quotes, two footnotes, and a conclusion.	/10
Spelling and grammar are accurate.	/2
Layout	
Article sections are on separate pages.	/2
Page design utilizes space well and attracts readers.	/4
Text is formatted for easy reading and to engage reader interest.	/4
Images are attractive, relate to the topic, and have eye-catching styles applied.	/4
Pages are numbered.	/1
Pages have appropriate headers and footers.	/2
Comments:	/50

TechnoStar

Fan Club Newsletter

Attention Pop Music Fans!

In this Issue:

- Top 5 Reasons to Go to a Concert
- Amazing TechnoStar Word Search
- Making a Difference!



[Join the Official Fan Club!](#)

Top 5 Reasons to Go to a Concert

Just like you, I am a TechnoStar fan. I was lucky to see her perform in a concert a few months ago. Once you see a live performance you really appreciate her talent. Here are the top 5 reasons everyone should go to a TechnoStar concert.

1. **Amazing Voice:** Her voice is amazing! I thought she sounded great on the radio. She is even better live.
2. **Dance Routines:** Her backup dancers are talented. They make the show really fun to watch.
3. **Stunning Light Show:** The light show changes for each song. There are patterns on the wall, laser beams around the arena, and even some fireworks. You won't believe your eyes!
4. **Unique Memorabilia:** Before the show, vendors sold posters, t-shirts, mugs, key chains, and more. If you want some rare fan collectibles you need to go to a concert.
5. **Fantastic Fans:** It is great to be in a place with so many people. Everywhere you look there is a fellow fan. What makes this so great?
 - a. It is fun to sing along with thousands of people because we all know the words.
 - b. It is easy to make new friends because you already know a bit about the person. They like pop music and TechnoStar so you have something in common.
 - c. It is a big dance party with everyone out of their chairs moving to the beat.



Amazing TechnoStar WORD SEARCH

Pop music fans! Can you find the hidden words about TechnoStar?

TALENTED	SINGER	POP MUSIC	FAMOUS
CONCERT	TECHNOSTAR	DANCING	ALBUM
MICROPHONE	TECHNOMUSIC WINNER	PLATINUM	FAN

B	T	A	L	E	N	T	E	D	I	P	K	T	O	P	N	T
F	P	H	D	S	B	H	A	B	T	O	I	E	D	L	R	C
R	K	Y	F	A	M	O	U	S	E	P	E	C	M	A	E	I
A	I	R	A	B	I	E	L	A	L	M	D	H	O	T	F	L
W	L	F	N	V	C	B	E	H	C	U	S	N	I	I	L	H
Y	H	B	L	C	R	R	L	T	H	S	C	O	P	N	T	C
I	K	D	U	N	O	T	A	T	L	I	T	S	S	U	Y	T
O	A	S	P	M	P	N	U	S	S	C	L	T	U	M	T	S
P	C	A	O	I	H	R	C	R	Y	N	E	A	G	E	C	I
L	V	Q	U	L	O	H	X	E	B	O	S	R	U	Y	A	N
D	A	N	C	I	N	G	Y	I	R	O	F	R	S	W	L	G
M	B	G	L	A	E	C	O	R	U	T	C	L	N	S	E	E
T	E	C	H	N	O	M	U	S	I	C	W	I	N	N	E	R

Making a Difference!

TechnoStar is one of the most popular musicians on the pop music charts. Some people think she is just another pretty girl that dances around on stage. That is not true. TechnoStar is an amazing person who brings a lot of joy to her fans. Her charity work improves the lives of others and her song lyrics offer inspiration to her fans. I think TechnoStar is an excellent role model for teens.



TechnoStar does charity work. She sang at the TechnoHelp Concert to raise money for disaster relief. She also volunteers with the TechnoChildren's Society to help families in need. TechnoStar encourages fans to help others. In a recent Facebook post on the TechnoStar page, one fan wrote,

You are amazing! I saw how you helped those families. After seeing how many kids need help I talked to my teacher. Our school is now raising money for a local food bank. ¹

Fans see what TechnoStar does for other people and they want to help too.

¹ Post from www.facebook.com/technostar, on 01/01/2014. Comment was made under a video post of TechnoStar volunteering at a local food bank.

TechnoStar lyrics offer inspiration to fans. In her song, Believe in Yourself, she encourages teens to be confident and to like themselves. The chorus is,

Believe in you,
Believe me it's true.
You have what it takes,
Don't worry about mistakes.
Believe.²

The song reminds fans that if they believe in themselves they can achieve their goals. The dance beat put to these lyrics is upbeat. It makes people feel great when they listen to the song.



TechnoStar is more than a singer. She is a role model for teens. Fans see how her charity work helps others and they want to get involved too. As well, her songs share an encouraging message with listeners. If you have ignored TechnoStar thinking she was just another pop star, take another look. She is making a positive difference!

² Chorus from Believe in Yourself by TechnoStar. View the lyrics at www.technostar.com/believe.

WORD SEARCH ANSWER KEY

B	T	A	L	E	N	T	E	D	I	P	K	T	O	P	N	T
F	P	H	D	S	B	H	A	B	T	O	I	E	D	L	R	C
R	K	Y	F	A	M	O	U	S	E	P	E	C	M	A	E	I
A	I	R	A	B	I	E	L	A	L	M	D	H	O	T	F	L
W	L	F	N	V	C	B	E	H	C	U	S	N	I	I	L	H
Y	H	B	L	C	R	R	L	T	H	S	C	O	P	N	T	C
I	K	D	U	N	O	T	A	T	L	I	T	S	S	U	Y	T
O	A	S	P	M	P	N	U	S	S	C	L	T	U	M	T	S
P	C	A	O	I	H	R	C	R	Y	N	E	A	G	E	C	I
L	V	Q	U	L	O	H	X	E	B	O	S	R	U	Y	A	N
D	A	N	C	I	N	G	Y	I	R	O	F	R	S	W	L	G
M	B	G	L	A	E	C	O	R	U	T	C	L	N	S	E	E
T	E	C	H	N	O	M	U	S	I	C	W	I	N	N	E	R