

Checklist for Newsletter Publication

Checklists can help you keep track of your work. Use the following checklist to make sure you complete the task for each activity. If you have access to a printer, you may want to print the checklist for reference as you work through the activities. Ask your teacher for help if you have any questions about the checklist.

Activity 1: Graphic Organizers

Task: Graphic Organizer

- Open a new word processing document and type your name, date, and a title
- Choose a graphic organizer that is appropriate for your information and data
- Create a graphic organizer that:
 - Shows what you learned about a topic
 - Organizes information clearly
 - Shows a few logical ideas or concepts
 - Supports ideas with reliable information and objective data
- Make sure the graphic organizer addresses the following questions:
 - What was the *purpose* of your research?
 - What were the main *questions* you asked about your topic?
 - What kind of *information* did your online research and data analysis provide?
 - What ideas or *concepts* did you develop from the information?
 - What *conclusions* did you draw about your topic?
- Save your document

Activity 2: Narrative Nonfiction

Task: Article Draft

- Open a new word processing document and type your name, date, and a title
- Write a first draft of your article
- Be creative:
 - Maintain a consistent point of view throughout the article
 - Include personal thoughts and quotes to give your article more feeling
 - Be descriptive to help people understand different opinions
 - Make a clear point
 - Provide details
 - Use quotes
- Save your document

Activity 3: Writing Process

Task: Essay Revision and Edit

- Open your essay draft and save it with a new filename
- Revise your essay, and be sure to:
 - Remove paragraphs that are not essential to the story
 - Rearrange sentences or paragraphs that are not in a logical order
 - Rewrite sentences or paragraphs that are difficult to read
 - Make sure readers can follow the story
 - Remove details that do not help readers understand the topic
 - Add details that would help readers understand the topic
 - Make sure each point of view is fully developed
 - Make sure you provide enough information for readers to understand your conclusions and what you have learned about the topic
 - Replace generic words with more descriptive words
- Edit your essay, and check the following:
 - Spelling
 - Punctuation

- Capitalization
- Sentences (no fragments or run-ons)
- Paragraphing
- Subject/verb agreement
- Verb tense
- Point of view (consistent use of first person or third person)
- Vocabulary (no unnecessary words)
- Save your document

Activity 4: Newsletter Template

Task: Newsletter

- Open your revised and edited article and save it with a new filename
- Use desktop publishing to make an attractive publication.
- Use your tools:
 - Put one space after punctuation
 - Use one return after a paragraph
 - Use margins, tabs, and alignment instead of spaces
- Mix it up:
 - Use bold for contrast or emphasis
 - Use italics for titles and minor emphasis
 - Use different fonts, sizes, and colors
- Keep it simple:
 - Use a limited number of fonts in your publication
 - Use formatting features sparingly
 - Use a variety of formatting features
- Open a new word processing document for your final newsletter
- Choose a template
- Add your text
- Save the document

Activity 5: Newsletter Design

Task: Final Newsletter

- Open your newsletter
- Add one to three images that:
 - Enhance the visual appeal of your newsletter
 - Relate to the topic
 - Are legal to use
- Download and add images to your newsletter
- Add your data charts
- Use principles of graphic design to improve appearance of your newsletter, including:
 - Alignment
 - Balance
 - Contrast
 - Proximity
 - Repetition
 - White Space
- Save and print your newsletter
- Share your newsletter and get feedback