

Lesson 20

Creating a Newsletter

by Elyse Schwartz

Computer Objective: Learners will have the opportunity to reinforce the word processing skills they have learned.

Literacy Objective: Learners will use the literacy skills they have acquired to write an information or opinion article.

Introduction: A collaborative class newsletter would be an excellent wrap up activity for this series of word processing lessons. It is a good opportunity for meaningful class interaction, and the results will be a keepsake the learners can be proud of. (The following websites contain examples of newsletters by adult learners that could be used for writing and formatting ideas: <http://www.northbayliteracycouncil.ca/news.htm> and <http://sabes.necc.mass.edu/ilc/news02pg1.pdf>)

Procedure: The learners choose from a list of types of articles provided by the instructor; for example: class or world news, recipes, travel, health, etc. The learners may work individually or in pairs or groups to write the articles. The instructor provides directions on how the articles should be formatted. Each learner or group types their own article. They may include graphics or tables, and should be encouraged to be creative. The learners should check their spelling using the Spelling Tool. Putting this project together will entail some work for the instructor. The files will have to be merged into one document from learners' disks or a network folder. The instructor can then put the newsletter into columns, add page numbers and headers/footers if desired. Finally, the newsletter can be printed and photocopied for each learner.