

September 3, 2010



UNIT SEVEN SCHOOL DISTRICT

First Grade News

Ms. Taylor's Newsletter

We have been learning our routines in first grade and having a great time getting to know each other!

Next week, we will start our spelling words and have our first spelling test. I will send home the spelling words on Friday so that you have several days to practice them. A good way to practice the spelling words is to have your child write the words as you say them. It's fun to write them using different mediums, like markers on paper or markers on white boards.

Next week, I will send home "Baggy Books" at your child's reading level. Students will take an A.R. test on Friday when they return the book.

Snack Schedule

Monday-No school
Tuesday-Allison
Wednesday-Taylor
Thursday-Nathan
Friday-Colton

Teach-N-Tell

(On Friday)
Kylie, Case,
Taylor

Daily Specials

Monday-Art & Music
Tuesday-PE
Wednesday-Music
Thursday-P.E.
Friday-Library & P.E.

Next Week's Words

Spelling Words

cat, mat, ham,
Sam, has, gas

Sight Words

the, on, am,
at, as, he

Vocabulary Words

appropriate
inappropriate
(continued from last
week)

Daily Work

Phonics-Letters -A,N,S, & sounds

Math-Different ways to make 10,11,12

Science-Unit on Apples

Dates to Remember:

September 24-Early Dis-
missal at 11:20

October 13-Field Trip to
Curtis Orchard

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



Caption describing picture or graphic.

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 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 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



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caption of the image near the image.

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Organization

E

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

Your business tag line here.

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.

We're on the Web!
example.com

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.



Caption describing picture or graphic.