

# Make & Take Word Documents

Teaching Tools Word can supply the classroom teacher with instructional tools for students.



## **Musical Chair Phonics Reading/Writing, level: Elementary**

**Materials Required:** chairs, Computer & MS Word flash card labels

**Activity Time:** 15 minutes ( According to the number playing)

**Concepts Taught:** Students will be able to read words by playing musical chairs. You will be playing musical chairs as you normally do, except you will use MS Word to create a flashcard with a word you are working with on each chair. Use the flash card label, print and cut apart. The cards will have different words. When the music stops, the person without a chair tells you which chair he/she was about to sit in. The person who is seated in that chair has to pronounce his word. If he is unable to pronounce the word, he will be out and the standing student will get a chance to pronounce the word. Both students are out if they pronounce it incorrectly. If one gets it right, that person will still be in the game. This really motivates children in getting their words pronounced correctly. Need ideas for the flashcards? Use the Dolch Word list (<http://www.theschoolbell.com/Links/Dolch/Dolch.htm>).

## **Colorful Grammar Language Arts, Level: Grades 3-8Materials Required:**

Computer & MS Word, typed group of sentences saved as a Word document.

**Activity Time:** 30 minutes

**Concepts Taught:** Students will use color to identify parts of speech in a

**Colorful Grammar** Word document.

(<http://208.183.128.8/integrate/colorfulgrammar.doc>)

As each student has their computer time have them open the Colorful Grammar document and follow the online directions. When complete they will save the document as "Student name grammar." This activity could also be a group activity and the parts of speech included could be changed to fit the grade level.

## **Dear Teacher Language Arts, Level: Grades 3-8Materials Required:** Computer & MS Word

**Activity Time:** 30 minutes

**Concepts Taught:** Students will create a letter to their next year teacher introducing themselves and presenting their wishes for the upcoming year.

This end of year activity uses the **Dear Teacher template**

(<http://208.183.128.8/read/Dearteacher.doc> ) and ask students to supply missing information. This could be done individually and printed to give to the teacher or it could be a group activity. If you plan to use it with the whole group and project it on the TV, click **Edit...Select All** to highlight all text. Use the format toolbar and change the Arial Font size of 14 to a larger number by clicking the black triangle.

**Classroom Newspaper** Language Arts, Level: Grades 3-8

**Materials Required:** Computer, Internet connection, & MS Word

**Activity Time:** 45 minutes –whole group activity

**Concepts Taught:** Students will create a newspaper using online current events and classroom/school events.

Visit an online news site (<http://www.cnn.com> or a student news site

<http://208.183.128.3/kidsnews.html>) and allow students to select one story.

Another great opening activity would be to visit the History Channel's This Day in History Site (<http://www.historychannel.com/tdih/index.html>).

Discuss the story and download a picture to be used in the newspaper. Ask students to relate the story for the newspaper. Also include articles concerning classroom activities which took place during the day and school events. This could be an excellent time to review new terms and concepts. Keep the newspaper at one column, which is manageable in the time allotted. Print two copies of the story and put one copy in a folder marked "Please return to school tomorrow." Send this folder home with a different child each night in order to keep parents up to date on what is going on in the classroom. When the student returns the folder, remove the story and put it in a notebook collection of newspapers kept in the room for students to enjoy during silent reading time. Put the other copy of the newspaper in a notebook to be kept in the office for waiting visitors to read. You can also post your classroom newspaper on the web.

Directions for doing so can be found at the county web site

(<http://208.183.128.3/tutorials/classnews.html>).

**All About Me** Language Arts, Level: Grades 3-8**Materials Required:** Computer, Internet connection, & MS Word, All About Me template, scanner

**Activity Time:** 45 minutes of computer word processing

**Concepts Taught:** Students will create an autobiography

Before beginning the computer work students should interview their parents and family to learn as details about themselves when they were younger. Using the

**All About Me template** in Word students will create an autobiography. The template can be modified to use with a variety of age groups. The image "All About Me" can be changed using the variety of me clips found at

<http://www.geocities.com/EnchantedForest/Fountain/5616/me2.html>

Language Arts, Level: Grades 3-8 Students can bring a baby picture and a current photo which can be scanned and inserted into the document. Another method would be to scan the pictures separately and print them to be displayed with the caption All About Me asking the audience to match the pictures with the autobiographies. There are 2 levels of templates, primary and intermediate.

**Never Books** Language Arts, Level: Grades 4-5**Materials Required:** Computer, Internet connection, & MS Word, Never Book template, printer, art supplies

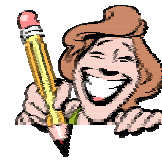
**Activity Time:** 30 minutes of computer word processing

**Concepts Taught:** Students will create a rhyming book

Read the online Never Book to students so they can understand the rhyme pattern. Brainstorm about what you should never do at school. Students use the

individual **Never Book template** to create their own Never Books (<http://208.183.128.3/integrate/never/books.html>). The books can be printed, illustrated and bound.

**Teacher Documents** Documents can be created in Word to assist in parent communication, student skills assessment, or student forms.



**Classroom Banners** Make a banner for your classroom letters in PowerPoint and never type a heading again for your classroom letters.

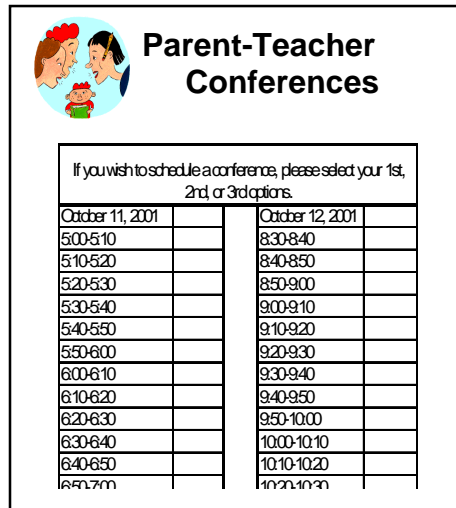


**Letters to Parents** Use your banner in your beginning of year letter to parents. Don't forget to include the county or school web address and your email address! Create an Auto Text form with your information and never have to type it again.

**Field Trip Forms** Create a heading for a field trip form using clipart.



**Parent Teacher Conferences** Use Excel to develop a sign up time form and copy and paste it into Word. Save the document and never have to create it again. Simply change the dates!



**Parent-Teacher Conferences**

If you wish to schedule a conference, please select your 1st, 2nd, or 3rd options.

October 11, 2001		October 12, 2001	
5:00-5:10		8:30-8:40	
5:10-5:20		8:40-8:50	
5:20-5:30		8:50-9:00	
5:30-5:40		9:00-9:10	
5:40-5:50		9:10-9:20	
5:50-6:00		9:20-9:30	
6:00-6:10		9:30-9:40	
6:10-6:20		9:40-9:50	
6:20-6:30		9:50-10:00	
6:30-6:40		10:00-10:10	
6:40-6:50		10:10-10:20	
6:50-7:00		10:20-10:30	

**Student Certificates** Create certificates using WordArt, the Drawing toolbar and clipart.



**Spelling Activities**

Prepare a Word file with the weekly spelling list.

Project the list on the large screen for the following group activities:

- Syllabication
- Alphabetical Order
- Part of Speech

Use [Puzzle Maker](http://puzzlemaker.school.discovery.com/) to create puzzles with the spelling list.

<http://puzzlemaker.school.discovery.com/>

**Want More?** Additional ideas for integrating technology into the language arts program can be found at

<http://208.183.128.3/curr/index.htm><http://208.183.128.3/integrate/laprimary.htm><http://208.183.128.3/integrate/lamiddle.html><http://208.183.128.3/ce/lessonplansla.htm>

<http://208.183.128.3/ce/links.htm>

### **Microsoft Templates**

<http://desktoppub.about.com/compute/desktoppub/gi/dynamic/offsite.htm?site=http%3A%2F%2Fofficeupdate.microsoft.com%2Ftemplategallery%2Fdefault.asp>

**Looking for Four Block Literacy ideas? Visit the Literacy Link at the county website. <http://208.183.128.8/read/>**