



6th Grade

Newsletter



Directions

Create a newsletter explaining your topic and your position on the issue. Pretend your reader knows **NOTHING** about your topic, so it is up to you to teach them!

- You **MUST** include **ALL** of the elements listed on slide 2, but you can choose to add more to “do it up” if you want.



Required Elements

- Page Color
- Page Border
- Title Section w/Background Picture & Word Art Title
- At least 1 additional picture.
- Four Textboxes with Border
 1. Description of topic/debate
 2. Argument w/supporting evidence
 3. Counter-argument & Rebuttal
 4. References/Sources



Sample Draft

Year Round School

A banner for 'Year Round School' featuring the title in a blue, bubbly font. Below the text are several cartoon children of diverse backgrounds, some holding books, standing in a line.

Write a 4-5 sentence summary of your topic. Pretend that I know nothing about your topic. What do you need to tell me?

Possible Questions:

- What is it?
- Who does it involve?
- Why is it important?
- When does it happen?
- Where does it happen?

Write a 5-6 sentences explaining your position and why you feel that way.

- What is your position?
- Why do you feel that way?
- What evidence to you have to support why you feel that way?



Write 5-6 sentences explaining the counterargument and rebuttal.

Counterargument

The position the **OPPOSITE** of yours.

Rebuttal

Your reasons and evidence that they are wrong.

List all of your sources that you used for the other textboxes.

- Websites
- News Articles
- Books
- Etc.

Accessing Document

Conversations Files Class Notebook Assignments

< Back Turn in

Argumentative Newsletter

Due Date
Thu May 30, 2019 at 11:59 PM

Points
50 points possible

Instructions
Use the direction booklet to help you.

Reference materials
None

My work

Argumentative Newsletter.docx

+ Add work

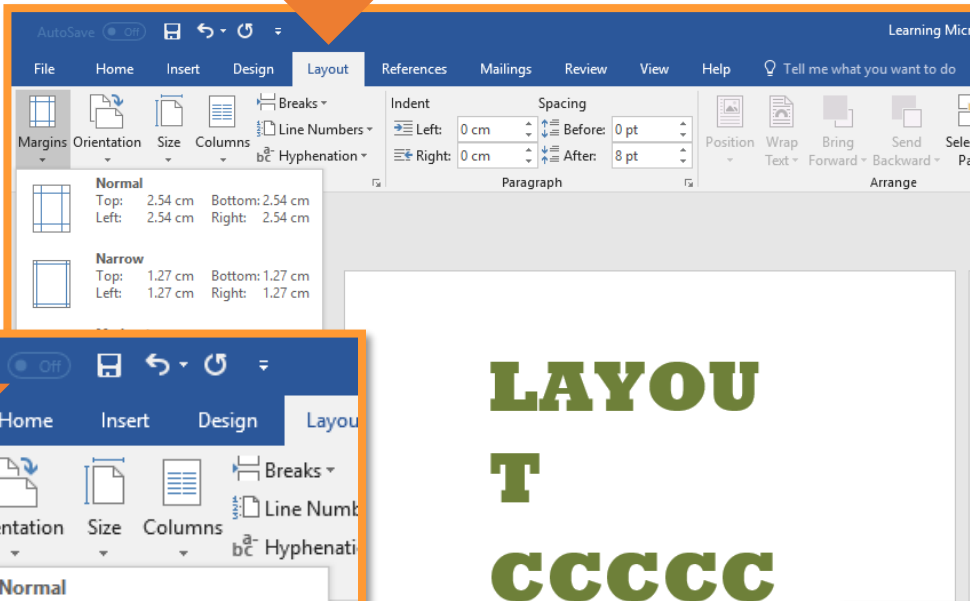
- Open in Teams
- Open in Word
- Open in Word Online
- Download

1. Sign in to Microsoft Teams
2. Login: sID#@phsd144.net
District Password
3. Click on ASSIGNMENTS
4. Click on ARGUMENTATIVE NEWSLETTER
5. Click on next to document in MY WORK
6. Select OPEN IN WORD.

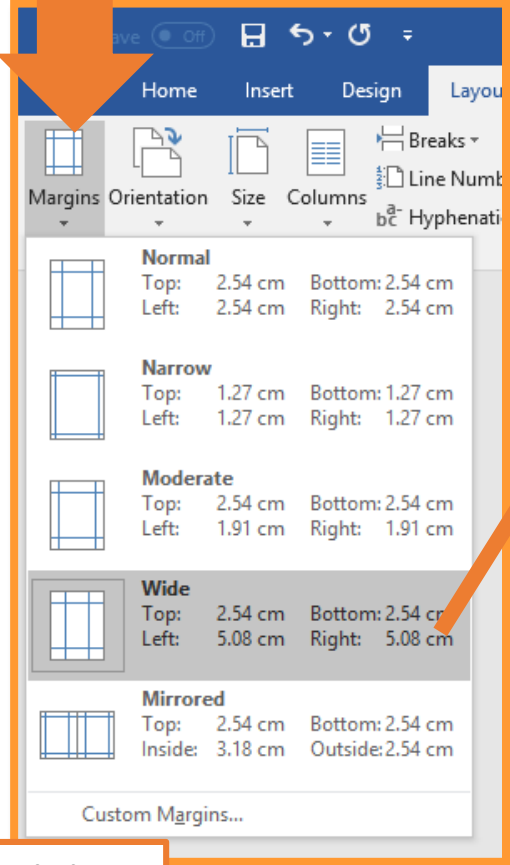


Set Up Document Layout

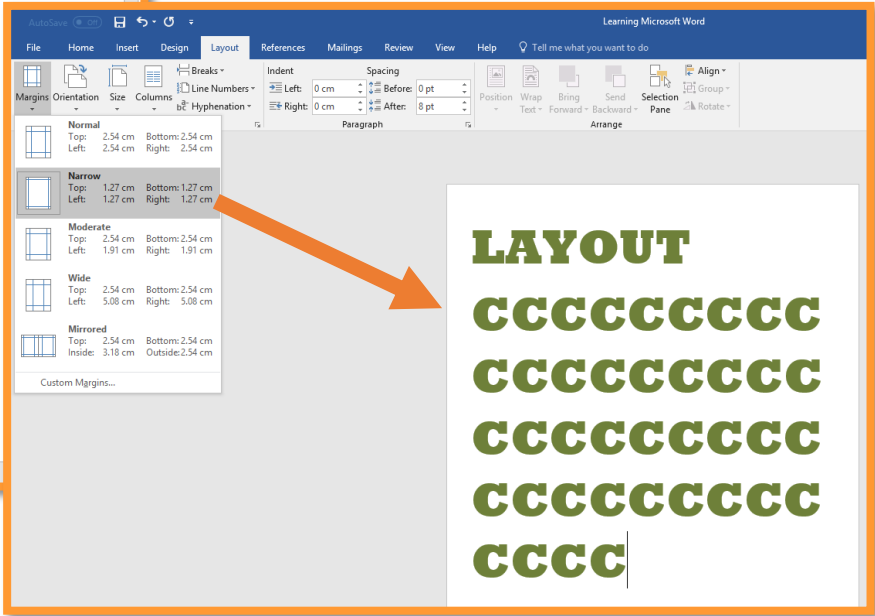
MARGINS



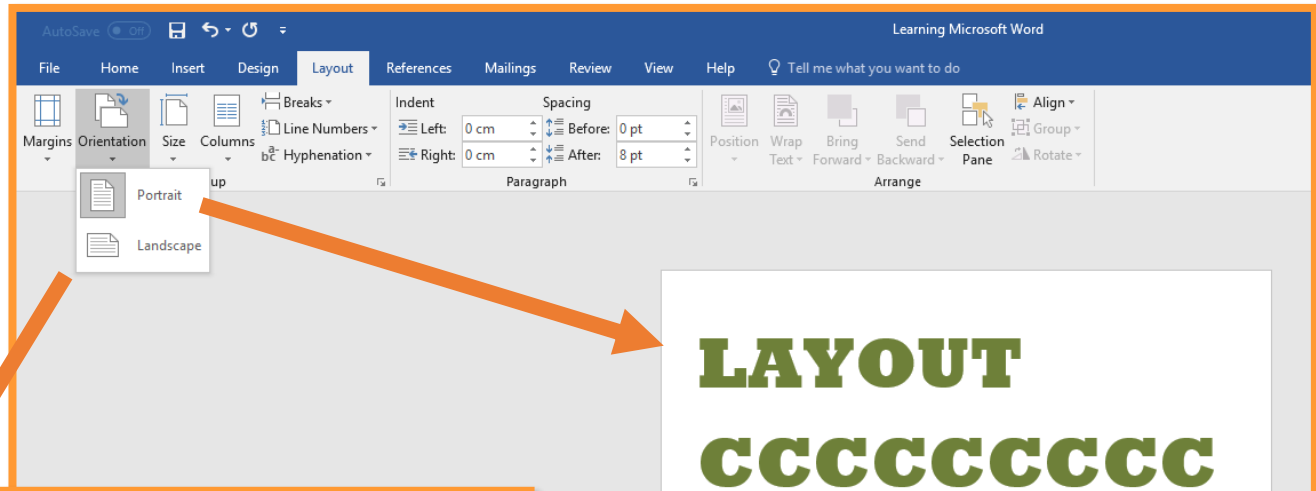
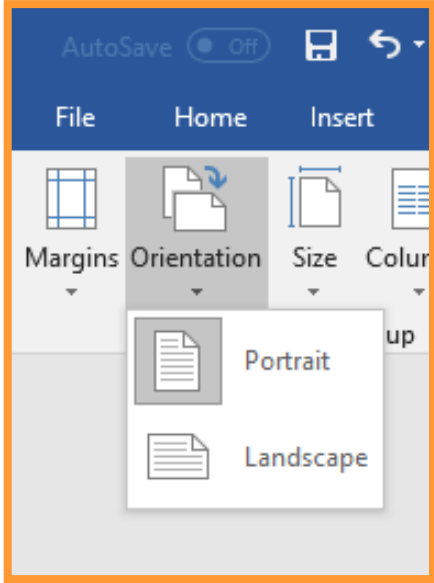
1. Click on LAYOUT
2. Click on MARGINS
3. Select NARROW



LAYOUT
T
CCCCCC
CCCCCC
CCCCCC
CCCCCC
CCCCCC



PAGE ORIENTATION



LAYOUT

CCCCCCCCCC
CCCCCCCCCC
CCCCCCCCCC
CCCCCCCCCC
CCCC

LAYOUT

CCCCCCCCCC
CCCCCCCCCC
CCCCCCCCCC
CCCC

1. Click on ORIENTATION
2. Select PORTRAIT



Formatting Document

PAGE COLOR

The image shows the Microsoft Word interface with the Design tab selected. The 'Page Color' button in the ribbon is highlighted with an orange arrow. A 'Page Color' menu is open, showing various color options. The 'Fill Effects...' option at the bottom of the menu is highlighted with an orange arrow. The 'Fill Effects' dialog box is also open, showing the 'Gradient' tab. A text box with instructions is overlaid on the dialog box.

You can choose a gradient if you want.

1. Click on FILL EFFECTS
2. Choose 1 or 2 color.
3. Select your colors

1. Click on the DESIGN tab
2. Click on PAGE COLOR
3. Select the color/style you want to use.

PAGE BORDER



The screenshot shows the Microsoft Word interface with the Design tab selected. The Borders and Shading task pane is open, showing the Page Border tab. The 'Art' section is selected, and a decorative border is chosen. The 'Apply to' dropdown is set to 'Whole document'. An orange arrow points to the 'Page Borders' button in the ribbon, and another points to the 'Art' section in the task pane.

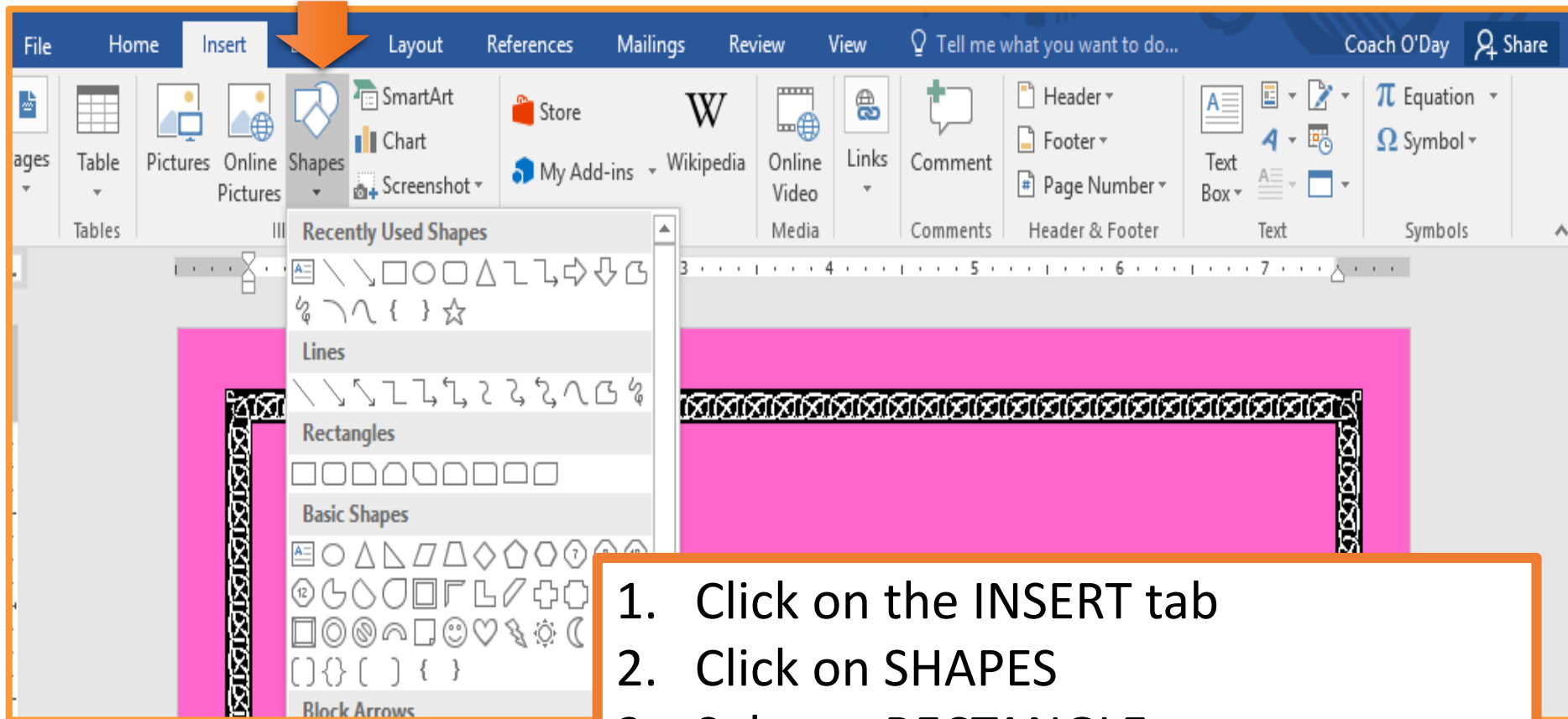
1. Click on DESIGN tab
2. Click on PAGE BORDERS
3. Click on PAGE BORDER tab
4. Click on ART and choose a border

***** Make sure it says WHOLE DOCUMENT *****



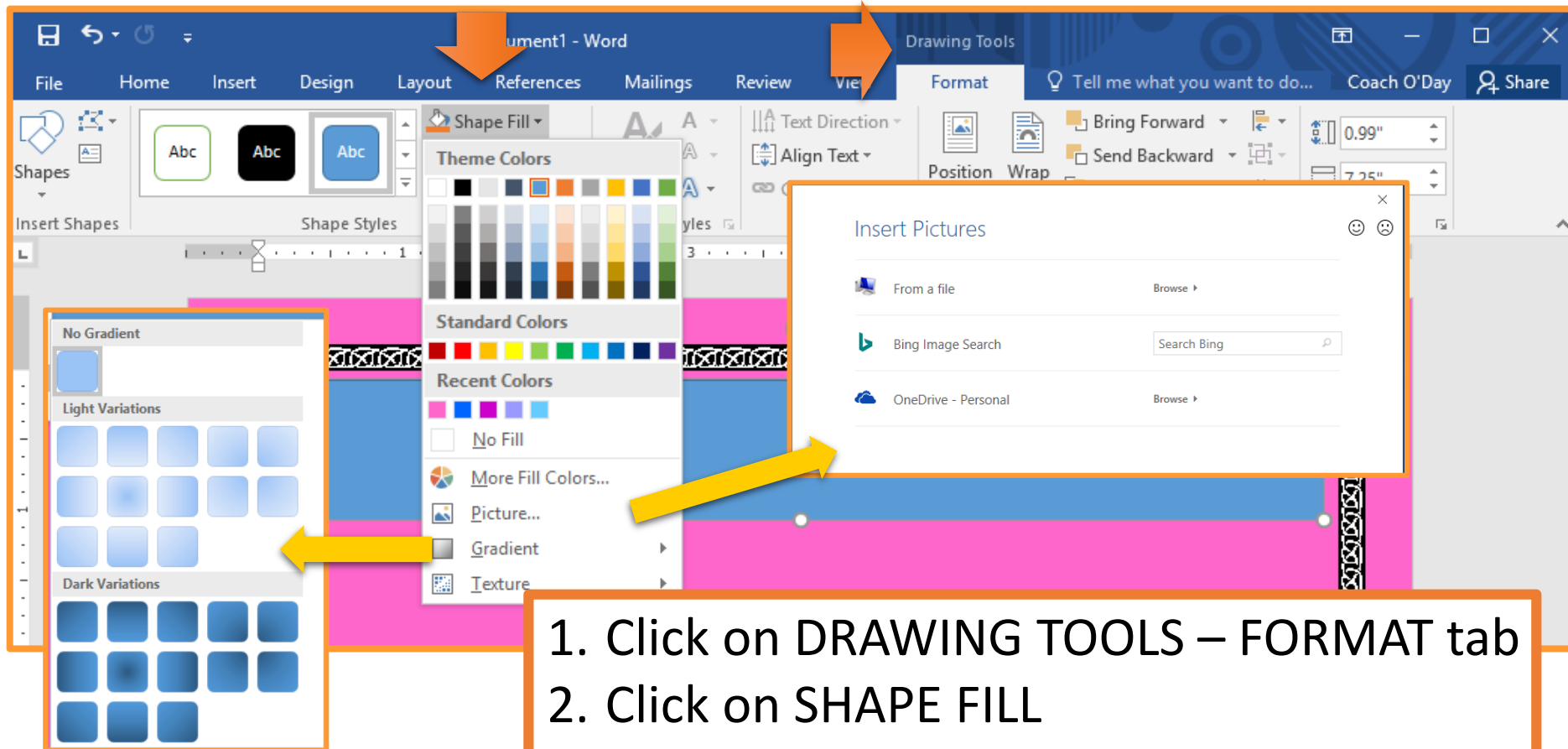
Newsletter Banner & Title

INSERTING BANNER



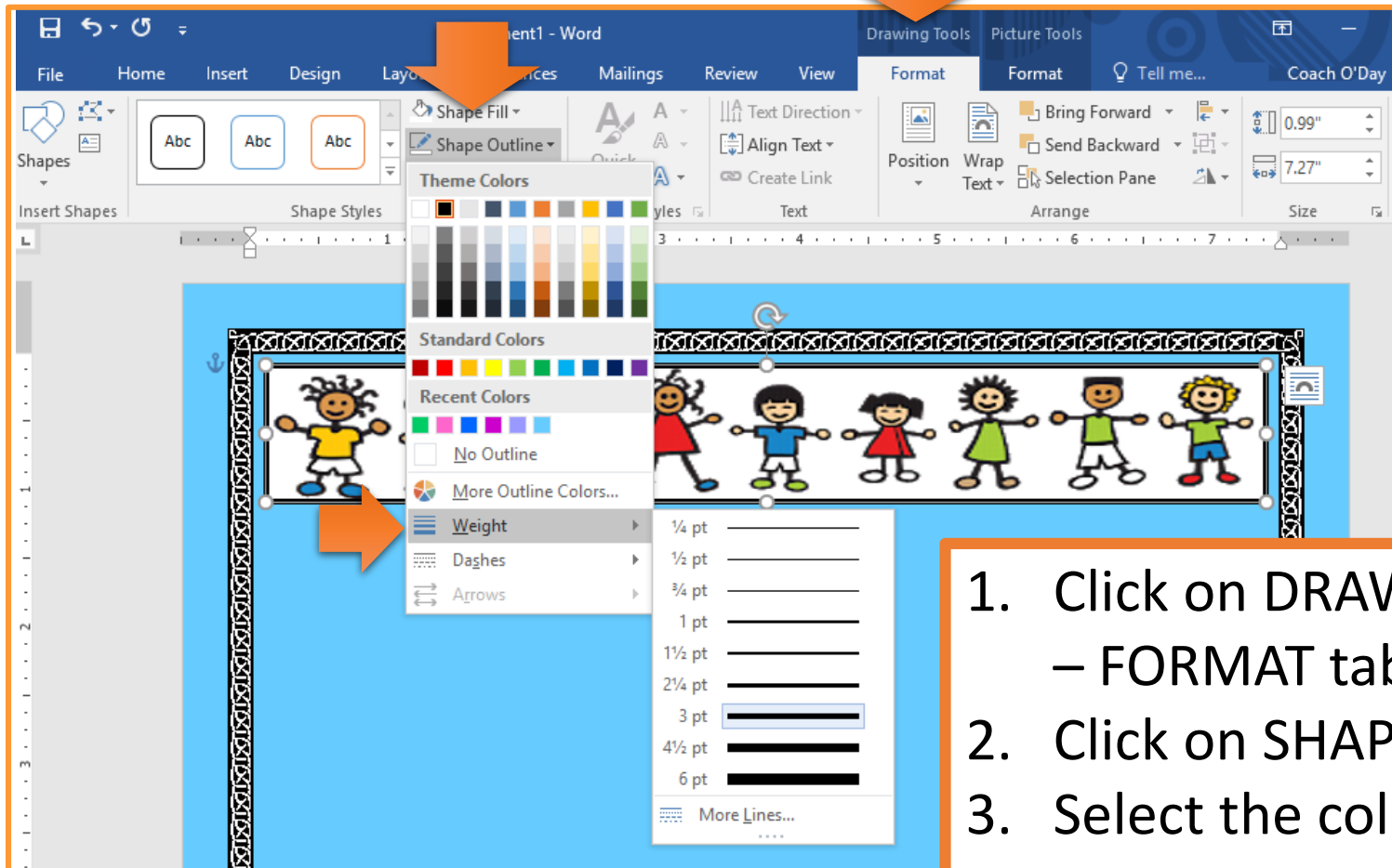
1. Click on the INSERT tab
2. Click on SHAPES
3. Select a RECTANGLE
 - Straight or rounded
4. Draw the rectangle at the TOP of the page UNDERNEATH the border

BANNER FORMATTING 1



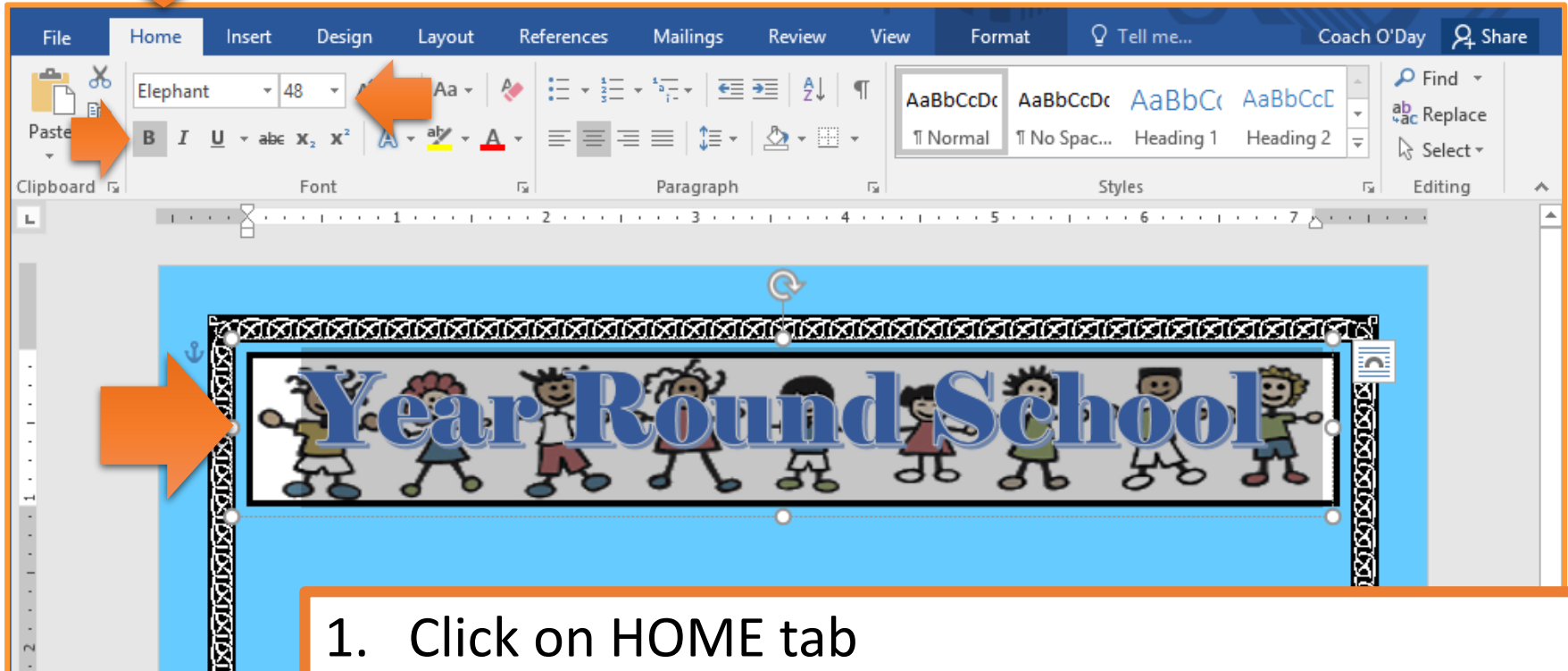
1. Click on DRAWING TOOLS – FORMAT tab
2. Click on SHAPE FILL
3. Select fill YOUR CHOICE.
 - Solid Color
 - Gradient – Choose color & variation
 - Picture – Search for image & insert.

Banner Formatting 2



1. Click on DRAWING TOOLS – FORMAT tab
2. Click on SHAPE OUTLINE
3. Select the color YOUR CHOICE
4. Click on WEIGHT
5. Select 2 ¼ pt. or 3 pt.

NEWSLETTER TITLE 1



1. Click on HOME tab
2. Select the title text.
3. Change the font to YOUR CHOICE
4. Change the text size to YOUR CHOICE
5. Change the font style to YOUR CHOICE

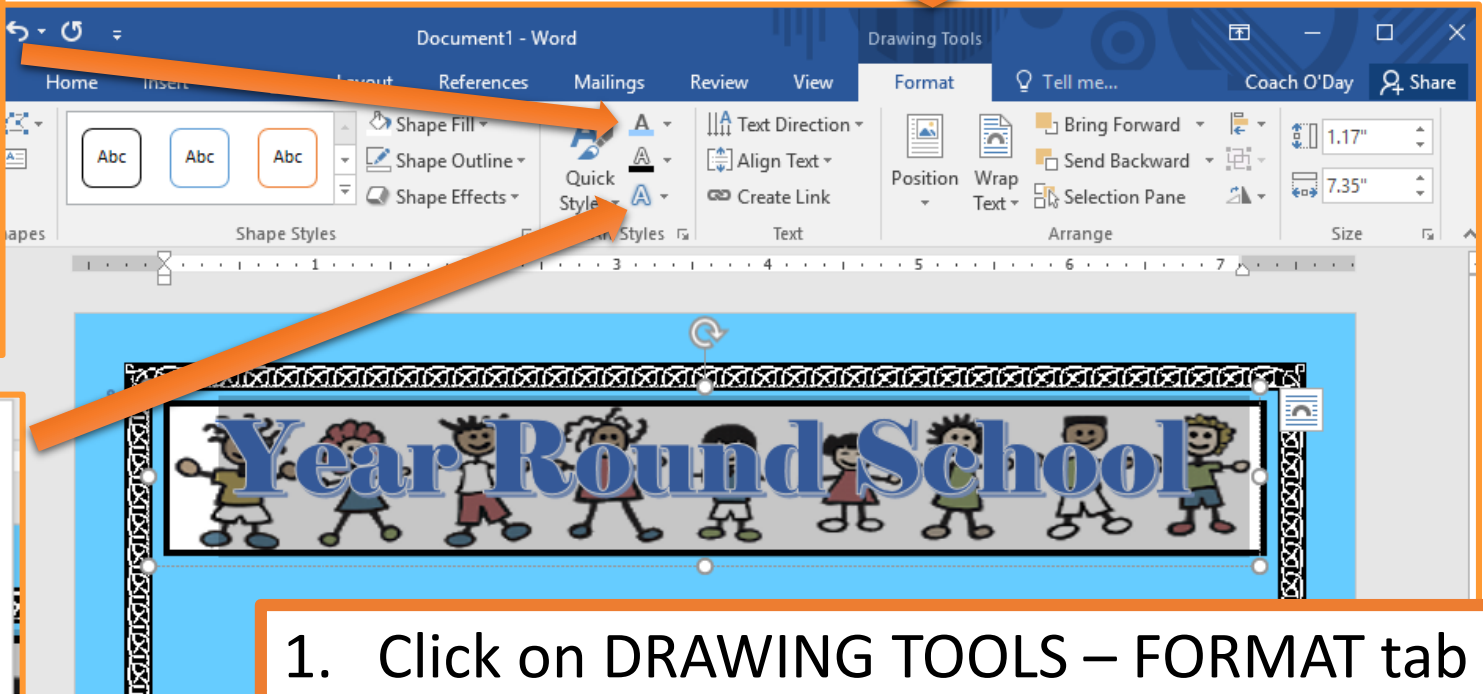
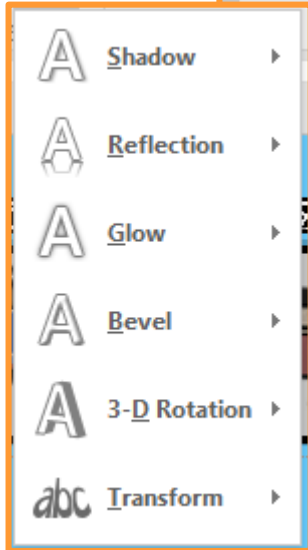
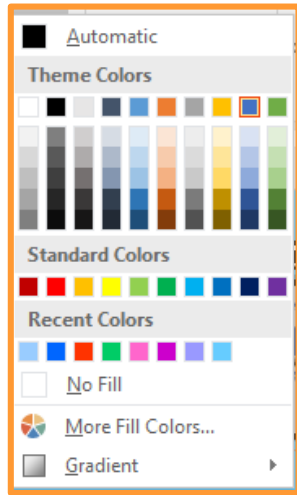
***** Must to easily readable *****

NEWSLETTER TITLE 2



1. Click on INSERT
2. Select WORD ART
3. Choose the style YOUR CHOICE
4. In the textbox, type your newsletter title.
 - **Must be related to your topic!**

NEWSLETTER TITLE 3

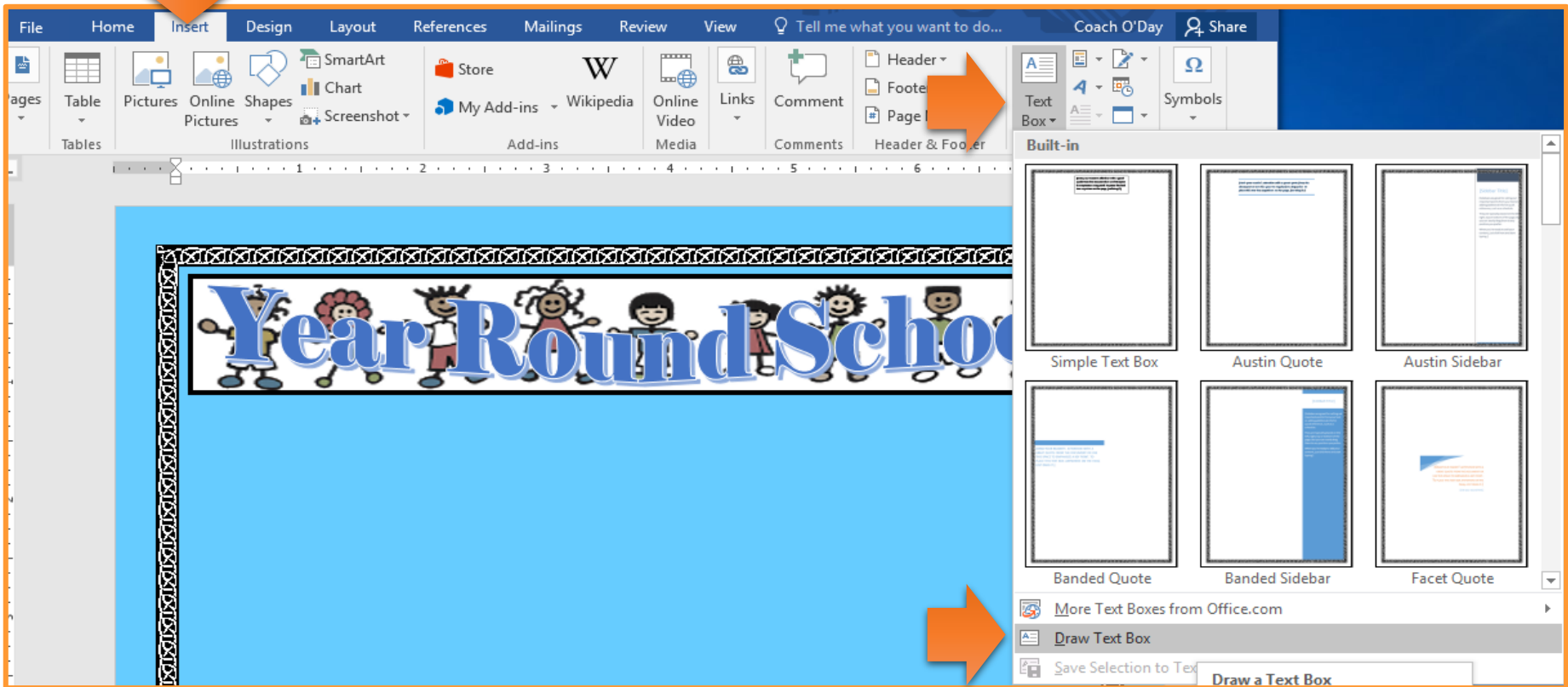


1. Click on DRAWING TOOLS – FORMAT tab
2. Select the title text
3. Click on TEXT COLOR
4. Select the color YOUR CHOICE
5. Click on TEXT EFFECT
6. Select the effect YOUR CHOICE
7. Resize the textbox if necessary



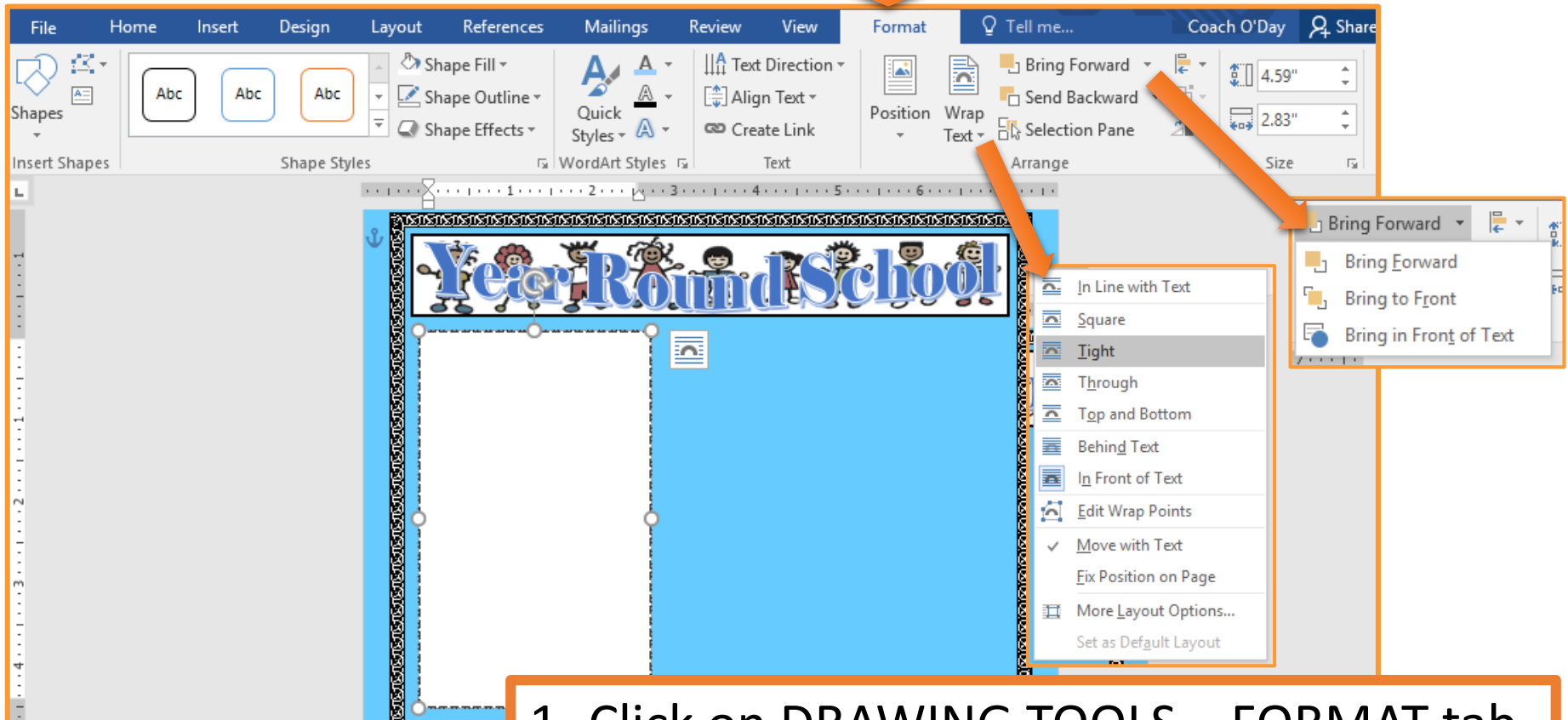
Content Textboxes

INSERT TOPIC TEXTBOX



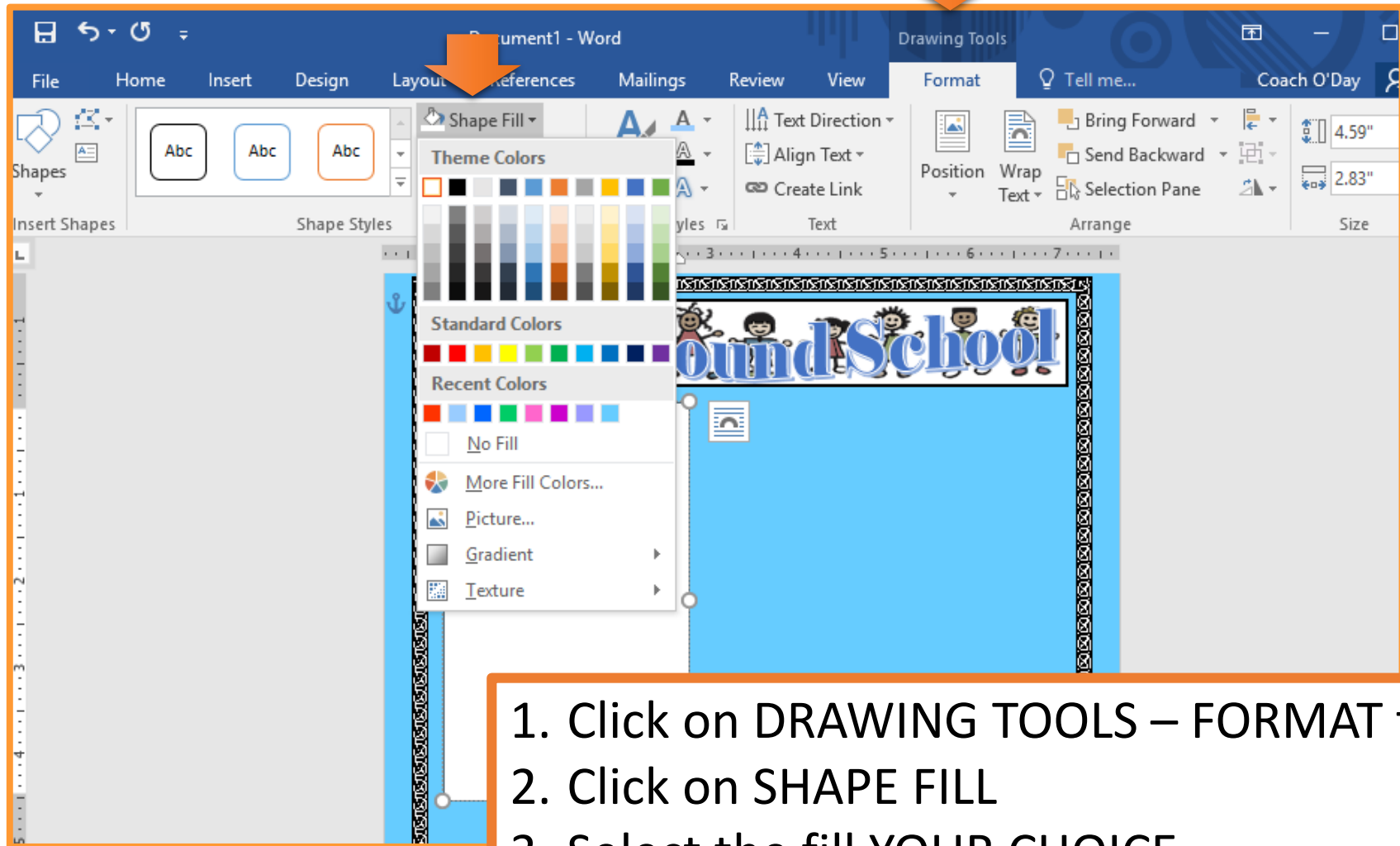
1. Click on the INSERT tab
2. Click on TEXT BOX
3. Select DRAW TEXT BOX
4. Draw the text box on your page
 - You decide **PLACEMENT & SIZING**

FORMAT TOPIC TEXTBOX 1



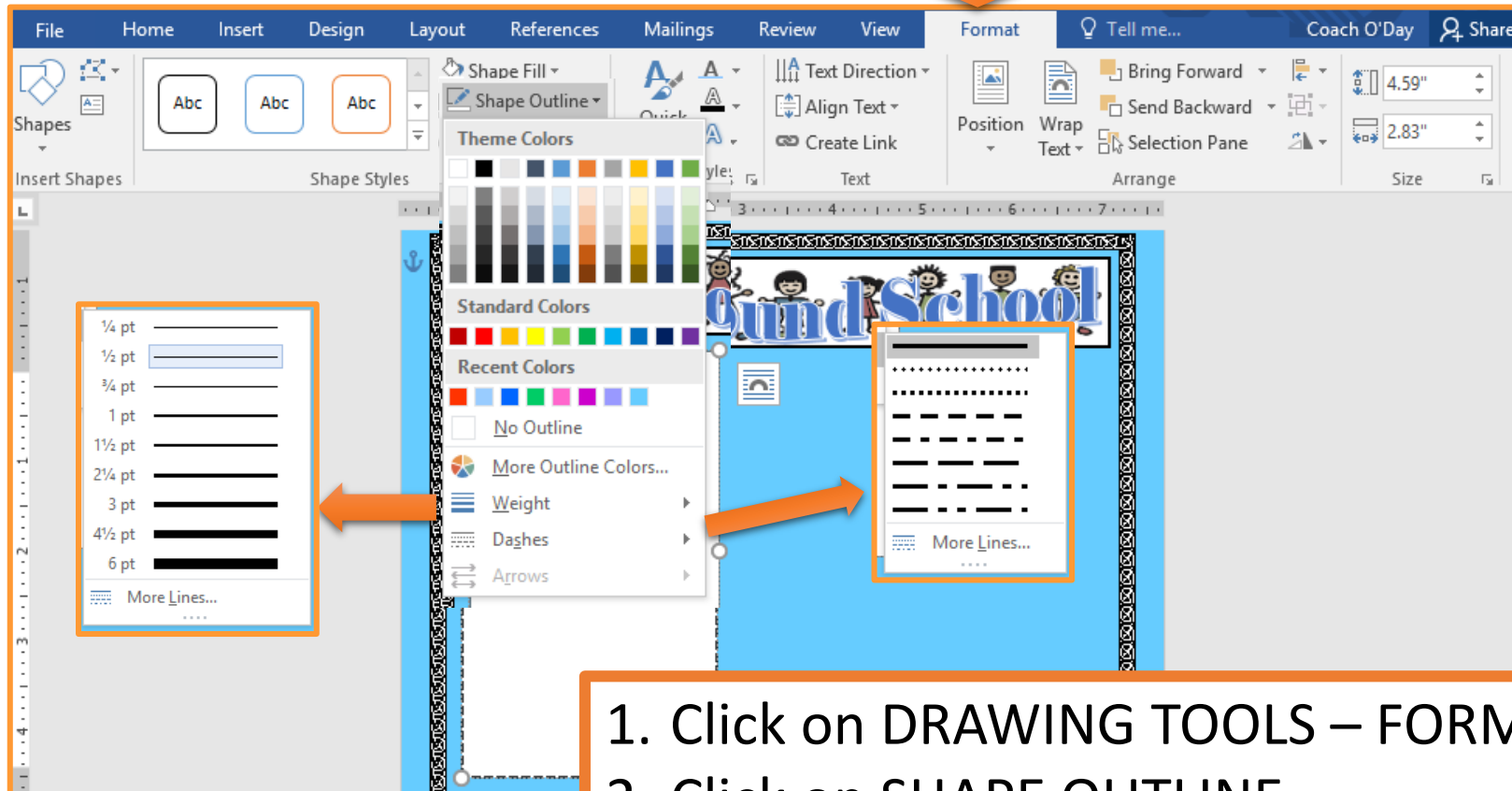
1. Click on DRAWING TOOLS – FORMAT tab
2. Click on WRAP TEXT
3. Select TIGHT
4. Click on BRING FORWARD
5. Select BRING TO FRONT

FORMAT TOPIC TEXTBOX 2



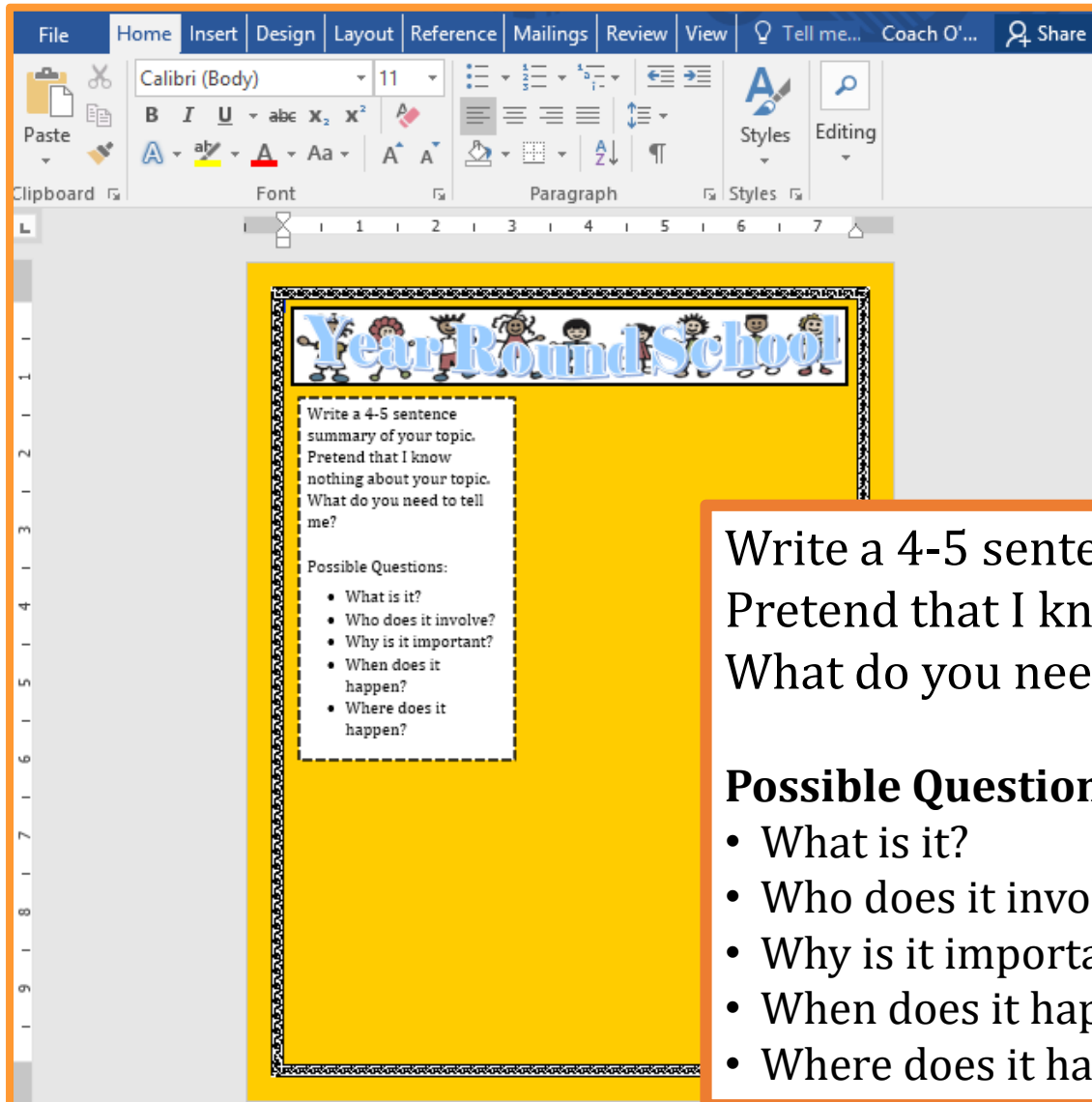
1. Click on DRAWING TOOLS – FORMAT tab
2. Click on SHAPE FILL
3. Select the fill YOUR CHOICE

FORMAT TOPIC TEXTBOX 3



1. Click on DRAWING TOOLS – FORMAT tab
2. Click on SHAPE OUTLINE
3. Select the color YOUR CHOICE
4. Click on WEIGHT & select YOUR CHOICE
5. Click on DASHES & select YOUR CHOICE

TOPIC TEXTBOX CONTENT



Write a 4-5 sentence summary of your topic. Pretend that I know nothing about your topic. What do you need to tell me?

Possible Questions:

- What is it?
- Who does it involve?
- Why is it important?
- When does it happen?
- Where does it happen?



Position Textboxes



INSERT POSITION TEXTBOX

The screenshot shows the Microsoft Word interface with the **Insert** tab selected. The **Text Box** gallery is open, displaying various text box styles. A text box has been drawn on the page, containing the following text:

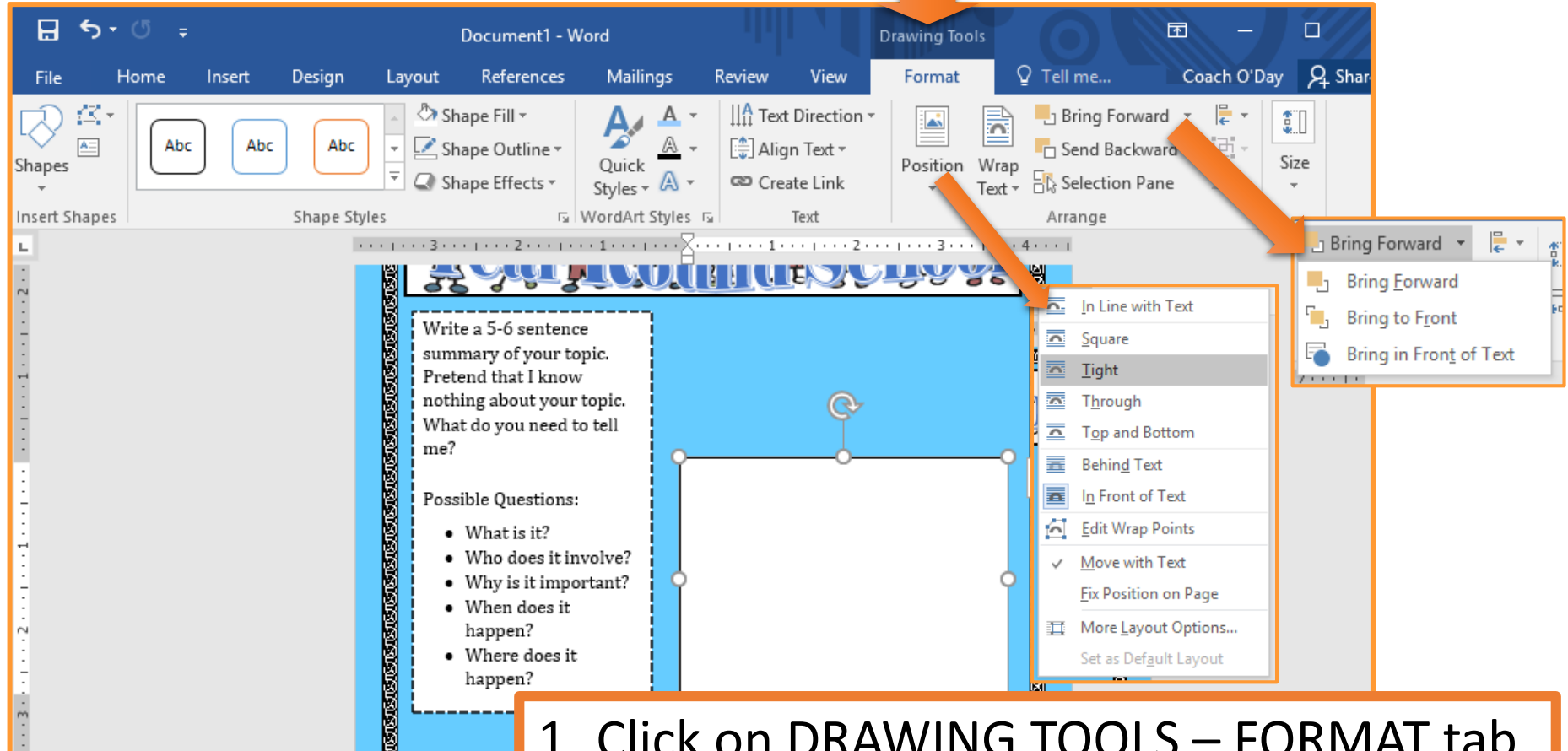
Write a 5-6 sentence summary of your topic. Pretend that I know nothing about your topic. What do you need to tell me?

Possible Questions:

- What is it?
- Who does it involve?
- Why is it important?
- When does it happen?
- Where does it happen?

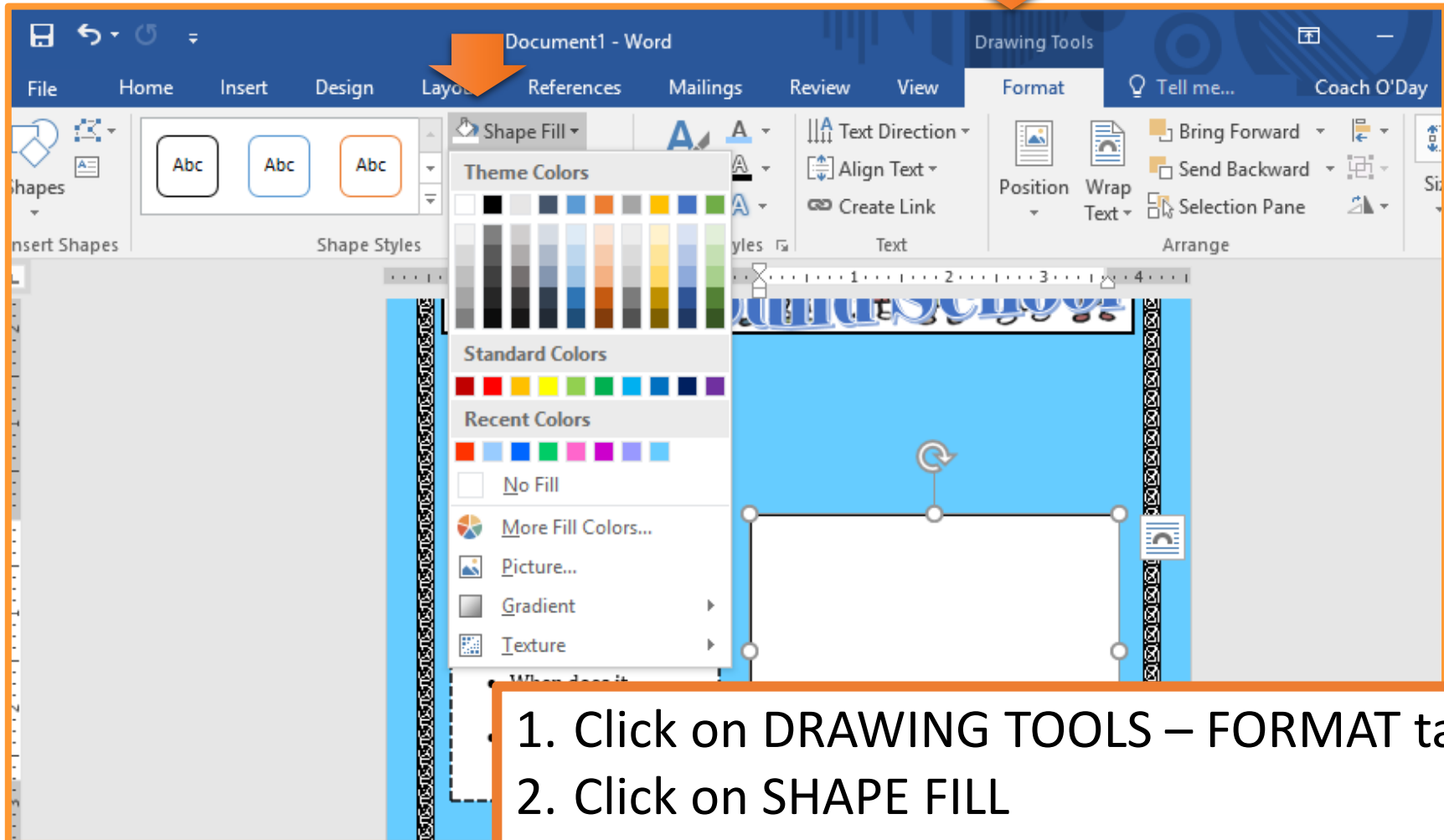
1. Click on the INSERT tab
2. Click on TEXT BOX
3. Select DRAW TEXT BOX
4. Draw the text box on your page
 - You decide **PLACEMENT & SIZING**

FORMAT POSITION TEXTBOX 1



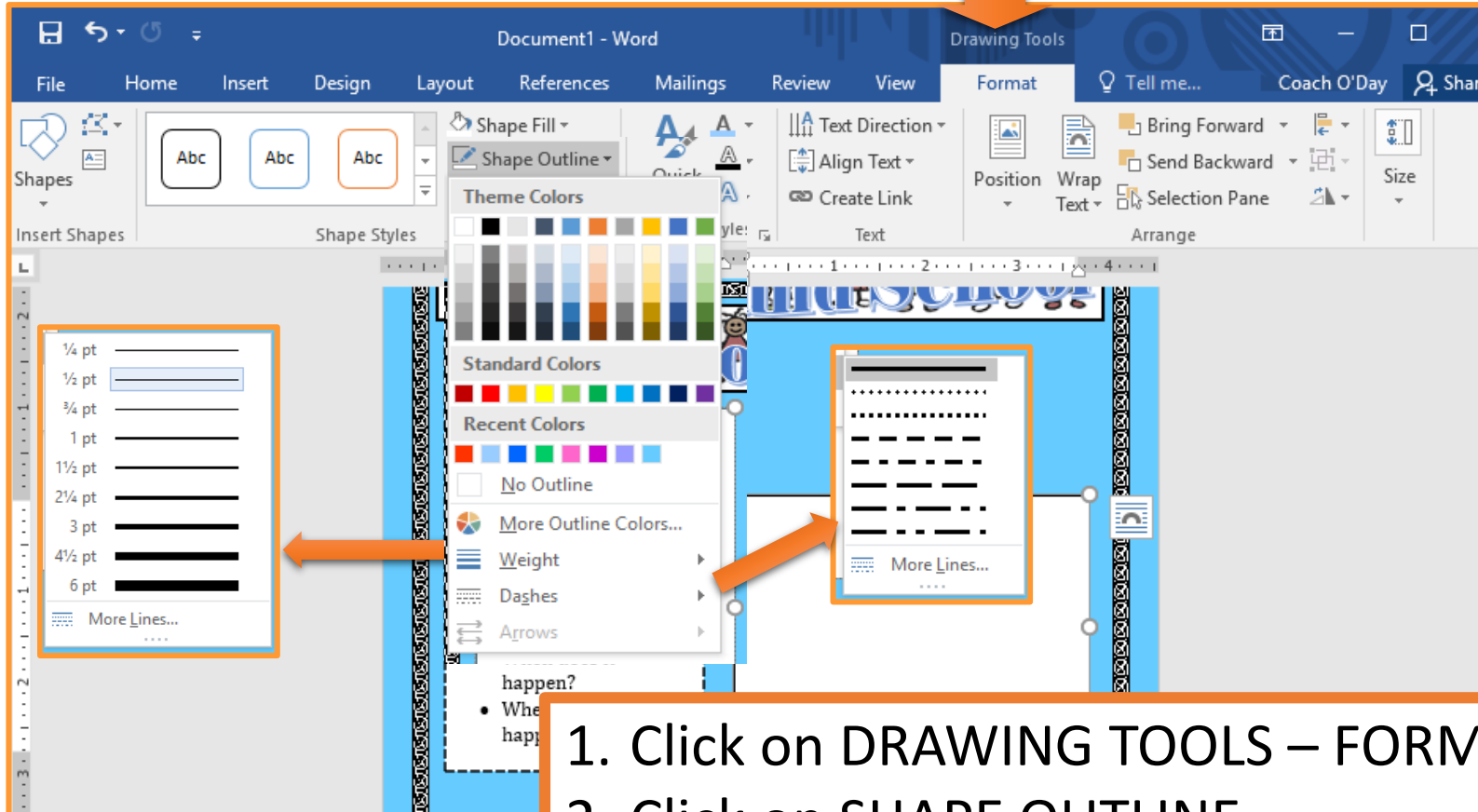
1. Click on DRAWING TOOLS – FORMAT tab
2. Click on WRAP TEXT
3. Select TIGHT
4. Click on BRING FORWARD
5. Select BRING TO FRONT

FORMAT POSITION TEXTBOX 2



1. Click on DRAWING TOOLS – FORMAT tab
2. Click on SHAPE FILL
3. Select the fill YOUR CHOICE

FORMAT POSITION TEXTBOX 3



1. Click on DRAWING TOOLS – FORMAT tab
2. Click on SHAPE OUTLINE
3. Select the color YOUR CHOICE
4. Click on WEIGHT & select YOUR CHOICE
5. Click on DASHES & select YOUR CHOICE

POSITION TEXTBOX CONTENT

The screenshot shows a Microsoft Word document with a yellow border. At the top, the ribbon includes the Font section (Calibri, size 11, bold, italic, underline, text color, background color, font color, font style) and the Paragraph section (bullet points, numbered list, decrease/increase indent, text alignment, line and paragraph spacing, bulleted list, text orientation). The main content area has a ruler at the top and a vertical ruler on the left. The worksheet is titled 'Year Round School' in a decorative font with cartoon children. It contains two text boxes with writing prompts and a list of possible questions.

Year Round School

Write a 4-5 sentence summary of your topic. Pretend that I know nothing about your topic. What do you need to tell me?

Possible Questions:

- What is it?
- Who does it involve?
- Why is it important?
- When does it happen?
- Where does it happen?

Write a 5-6 sentences explaining your position and why you feel that way.

- What is your position?
- Why do you feel that way?
- What evidence to you have to support why you feel that way?

Write a 5-6 sentences explaining your position and why you feel that way.

- What is your position?
- Why do you feel that way?
- What evidence to you have to support why you feel that way?



Counterargument & Rebuttal Textboxes

INSERT C&R TEXTBOX

The screenshot displays the Microsoft Word interface with the 'Insert' tab selected. The 'Text Box' icon in the ribbon is highlighted with an orange arrow. The 'Text Box' gallery is open, showing various built-in text box styles. The 'Draw Text Box' option is also highlighted with an orange arrow. The main document area shows a blue-themed worksheet with a 'Year Round School' title and a text box containing instructions and questions.

Write a 5-6 sentence summary of your topic. Pretend that I know nothing about your topic. What do you need to tell me?

Possible Questions:

- What is it?
- Who does it involve?
- Why is it important?
- When does it happen?
- Where does it happen?

1. Click on the INSERT tab
2. Click on TEXT BOX
3. Select DRAW TEXT BOX
4. Draw the text box on your page
 - **You decide PLACEMENT & SIZING**

FORMAT C&R TEXTBOX 1

Document1 - Word

File Home Insert Design Layout References Mailings Review View Format Tell me... Coach O'Day

Shape Fill Shape Outline Shape Effects Shape Styles WordArt Styles Text

Text Direction Align Text Create Link Position Wrap Text Arrange Size

summary of your topic.
Pretend that I know nothing about your topic.
What do you need to tell me?

Possible Questions:

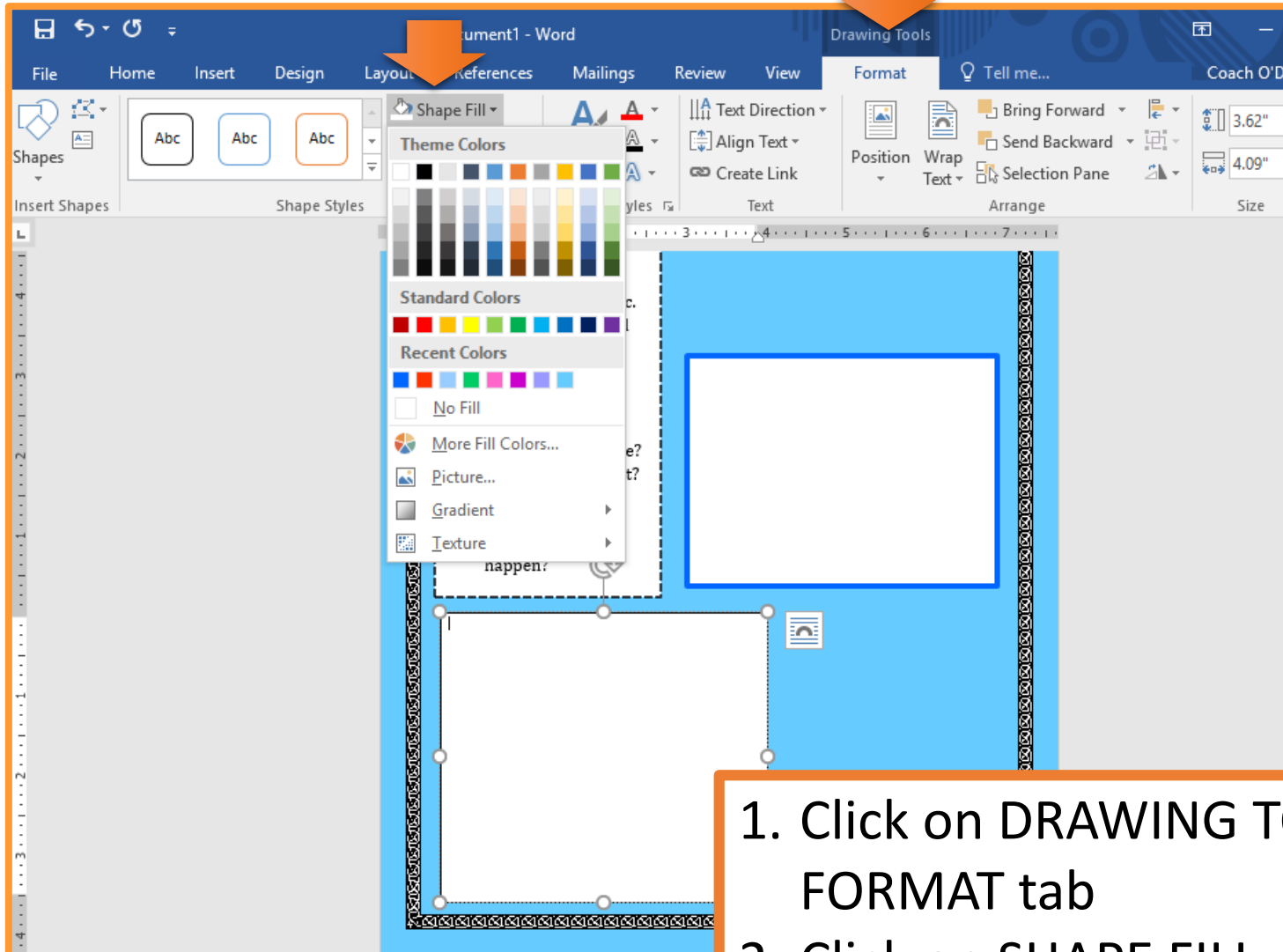
- What is it?
- Who does it involve?
- Why is it important?
- When does it happen?
- Where does it happen?

In Line with Text
Square
Tight
Through
Top and Bottom
Behind Text
In Front of Text
Edit Wrap Points
Move with Text
Fix Position on Page
More Layout Options...
Set as Default Layout

Bring Forward
Bring Forward
Bring to Front
Bring in Front of Text

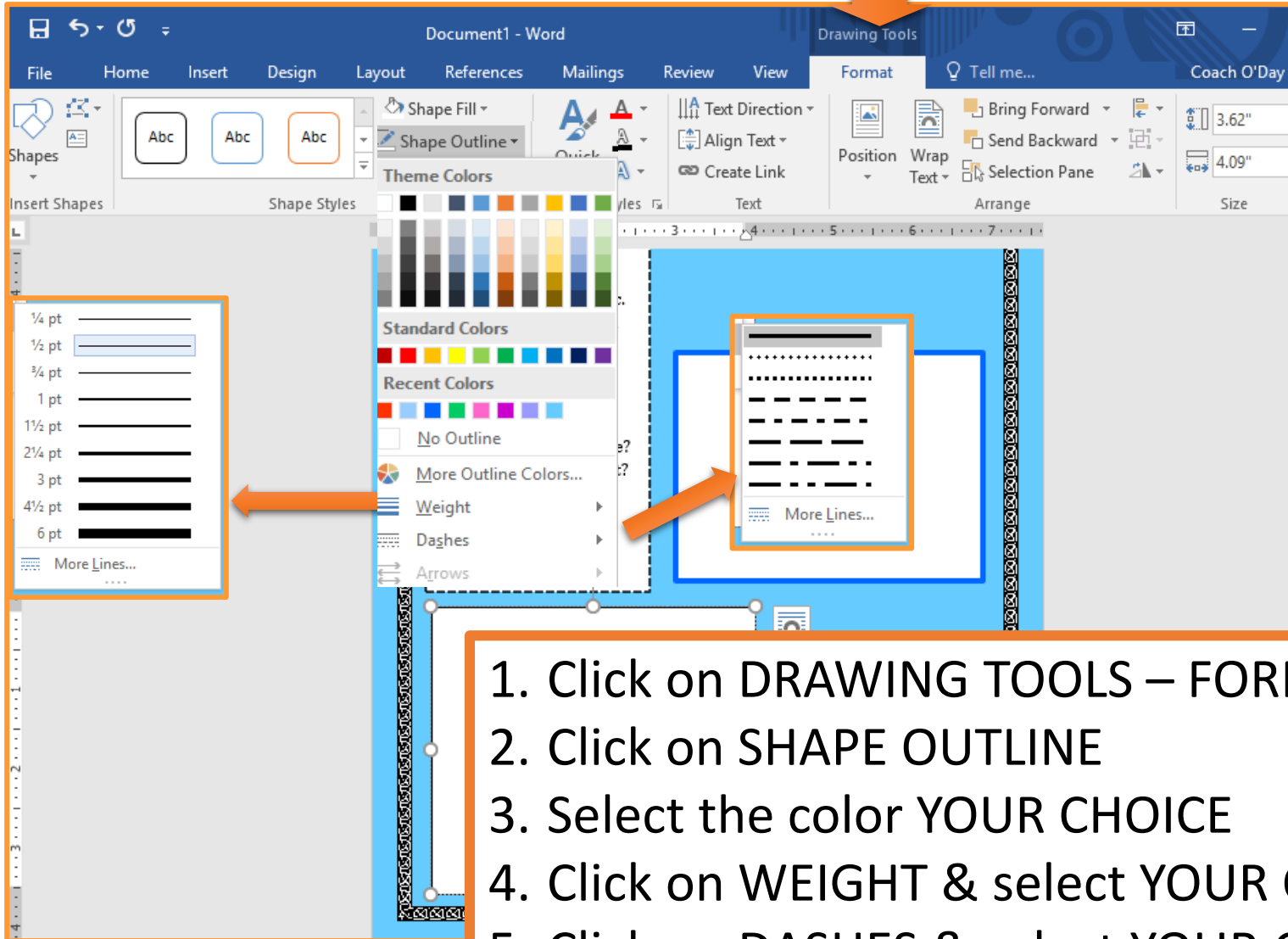
1. Click on DRAWING TOOLS – FORMAT tab
2. Click on WRAP TEXT
3. Select TIGHT
4. Click on BRING FORWARD
5. Select BRING TO FRONT

FORMAT C&R TEXTBOX 2



1. Click on DRAWING TOOLS –
FORMAT tab
2. Click on SHAPE FILL
3. Select the fill YOUR CHOICE

FORMAT C&R TEXTBOX 3



1. Click on DRAWING TOOLS – FORMAT tab
2. Click on SHAPE OUTLINE
3. Select the color YOUR CHOICE
4. Click on WEIGHT & select YOUR CHOICE
5. Click on DASHES & select YOUR CHOICE

C&R TEXTBOX CONTENT

File Home Insert Design Layout References Mailings Review View Tell me... Coach O'... Share

Clipboard Font Paragraph Styles Editing

Calibri (Body) 11

Who does it involve?
Why is it important?
When does it happen?
Where does it happen?

Write 5-6 sentences explaining the counterargument and rebuttal.

Counterargument
The position the **OPPOSITE** of yours.

Rebuttal
Your reasons and evidence that they are wrong.

Write 5-6 sentences explaining the counterargument and rebuttal.

Counterargument

The position the **OPPOSITE** of yours.

Rebuttal

Your reasons and evidence that they are wrong.



Sources Textboxes

INSERT SOURCES TEXTBOX

The screenshot shows the Microsoft Word interface with the 'Insert' tab selected. The 'Text Box' gallery is open, displaying various text box styles. An orange arrow points from the 'Text Box' icon in the ribbon to the gallery. Another orange arrow points from the 'Draw Text Box' option in the gallery to a blue text box on the slide content. The slide content includes a decorative border with the text 'Year Round School' and a list of possible questions.

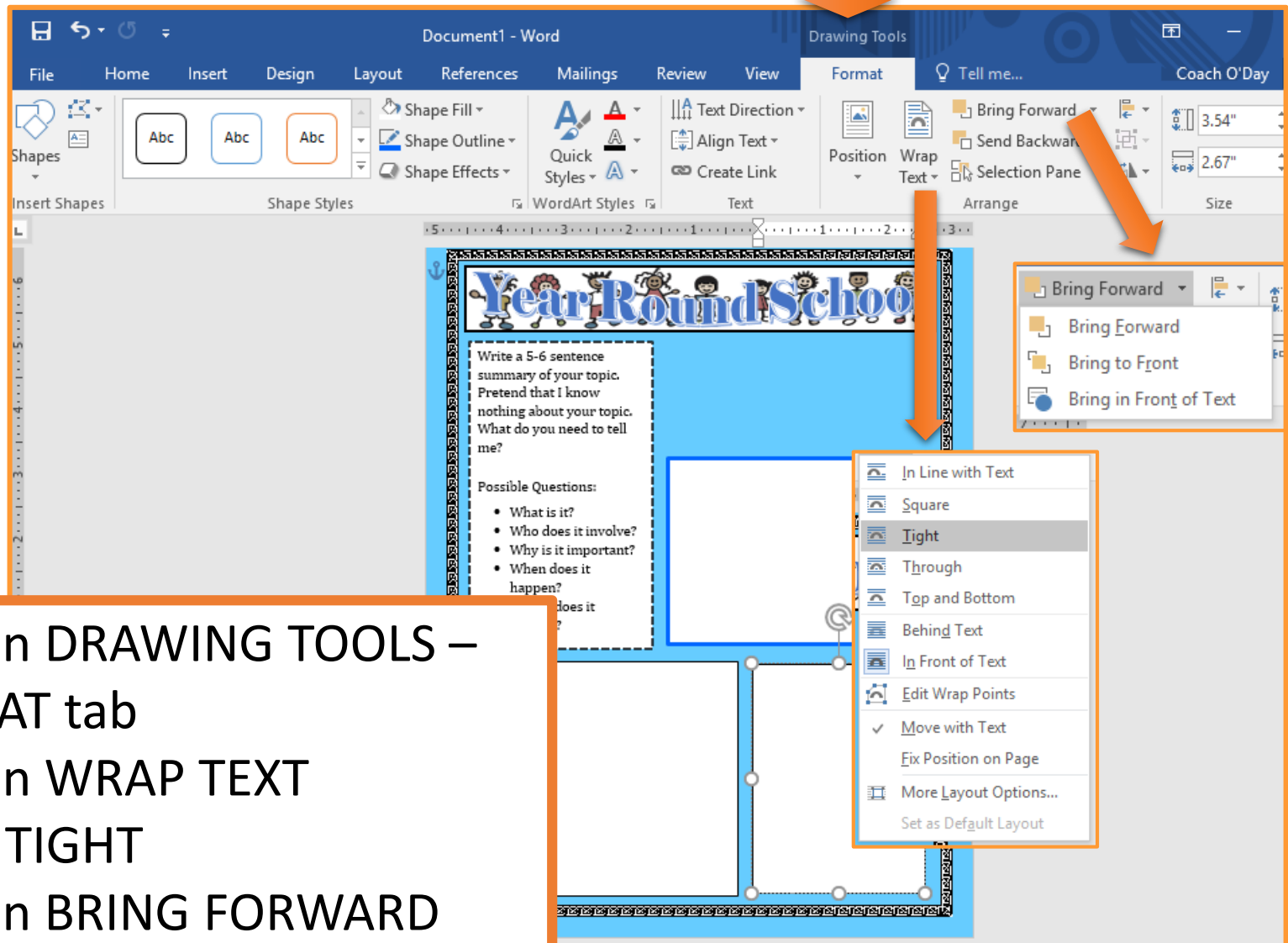
Write a 5-6 sentence summary of your topic. Pretend that I know nothing about your topic. What do you need to tell me?

Possible Questions:

- What is it?
- Who does it involve?
- Why is it important?
- When does it happen?
- Where does it happen?

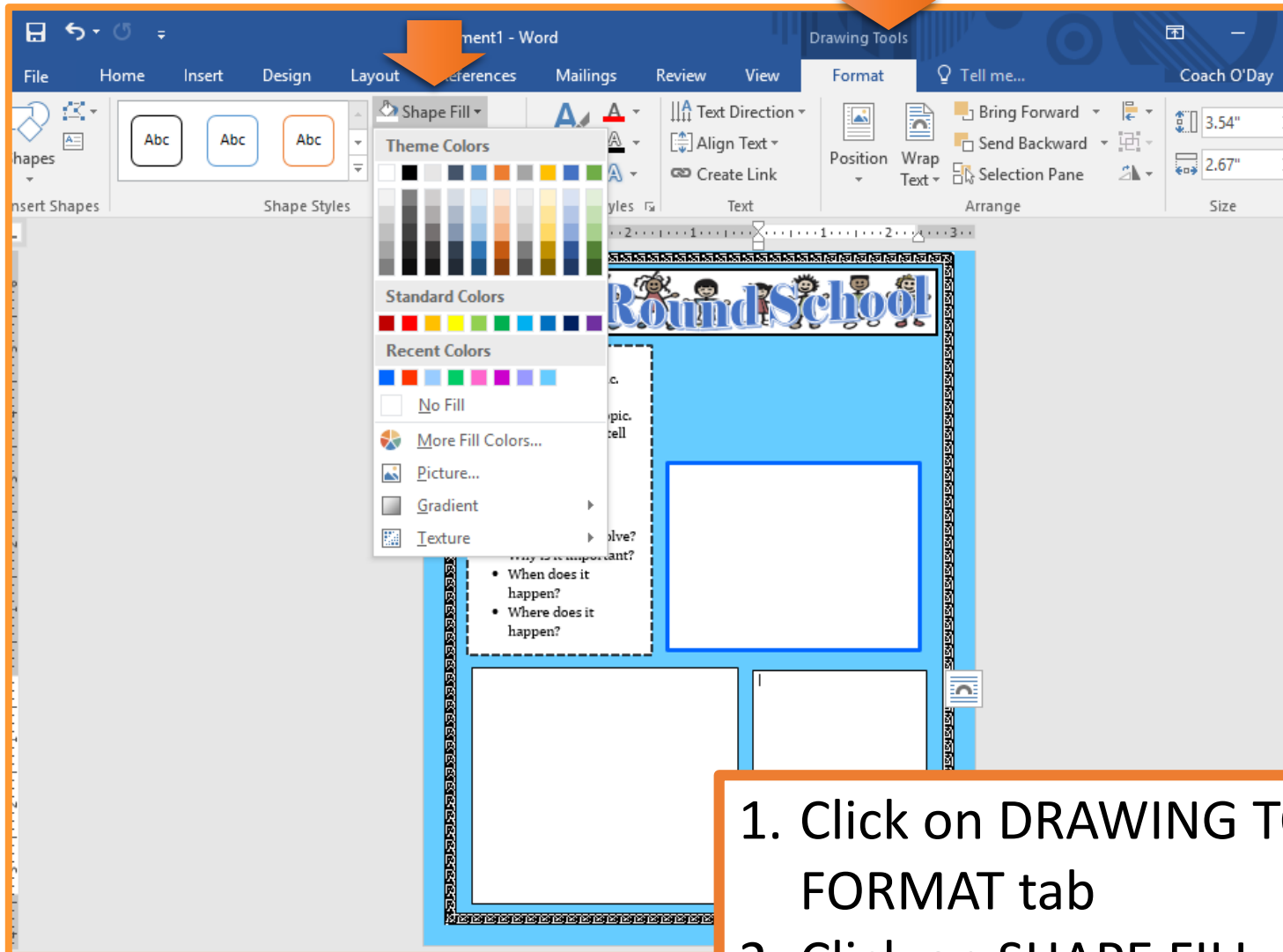
1. Click on the INSERT tab
2. Click on TEXT BOX
3. Select DRAW TEXT BOX
4. Draw the text box on your page
 - **You decide PLACEMENT & SIZING**

FORMAT SOURCE TEXTBOX 1



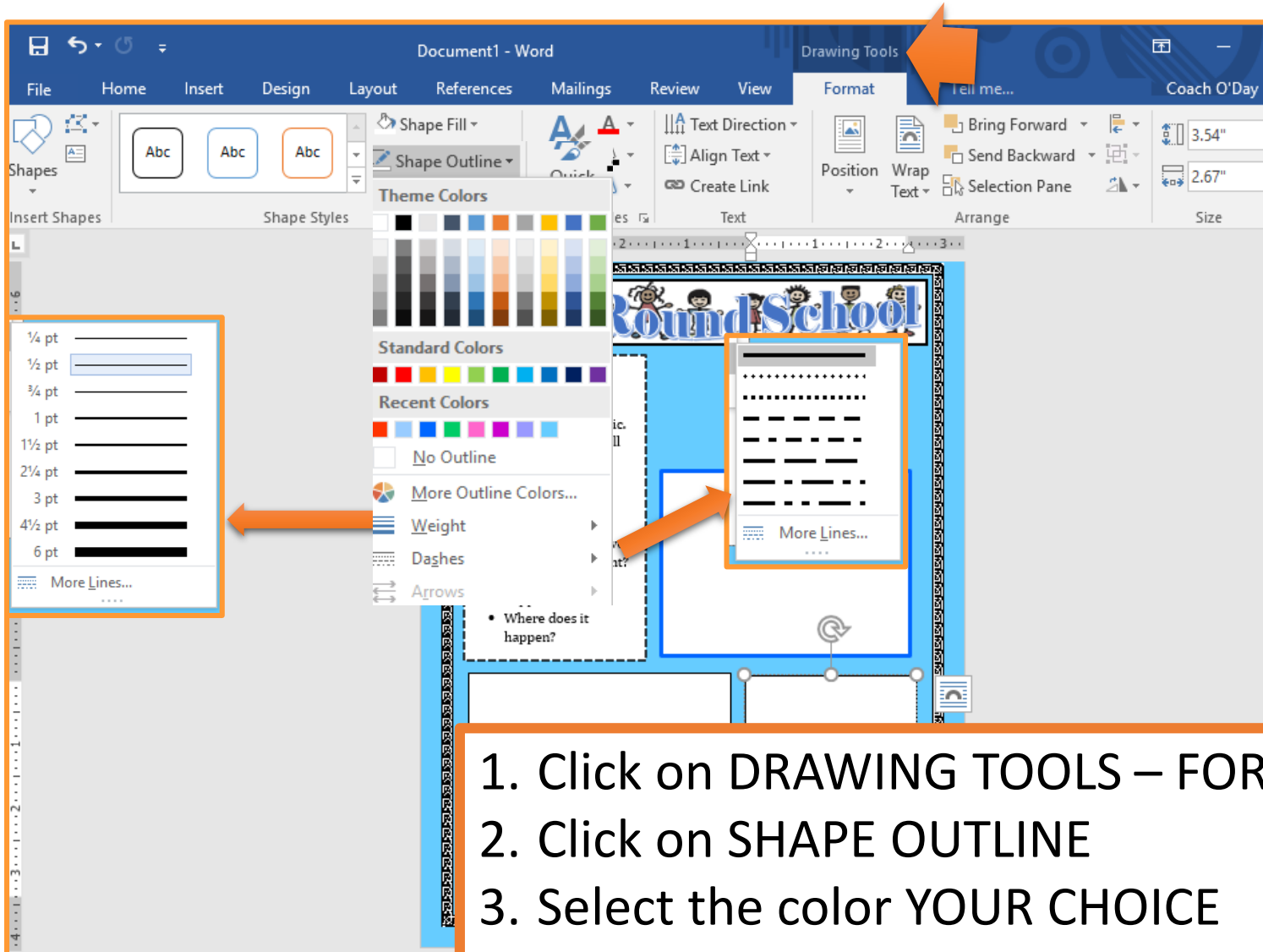
1. Click on DRAWING TOOLS –
FORMAT tab
2. Click on WRAP TEXT
3. Select TIGHT
4. Click on BRING FORWARD
5. Select BRING TO FRONT

FORMAT SOURCE TEXTBOX 2



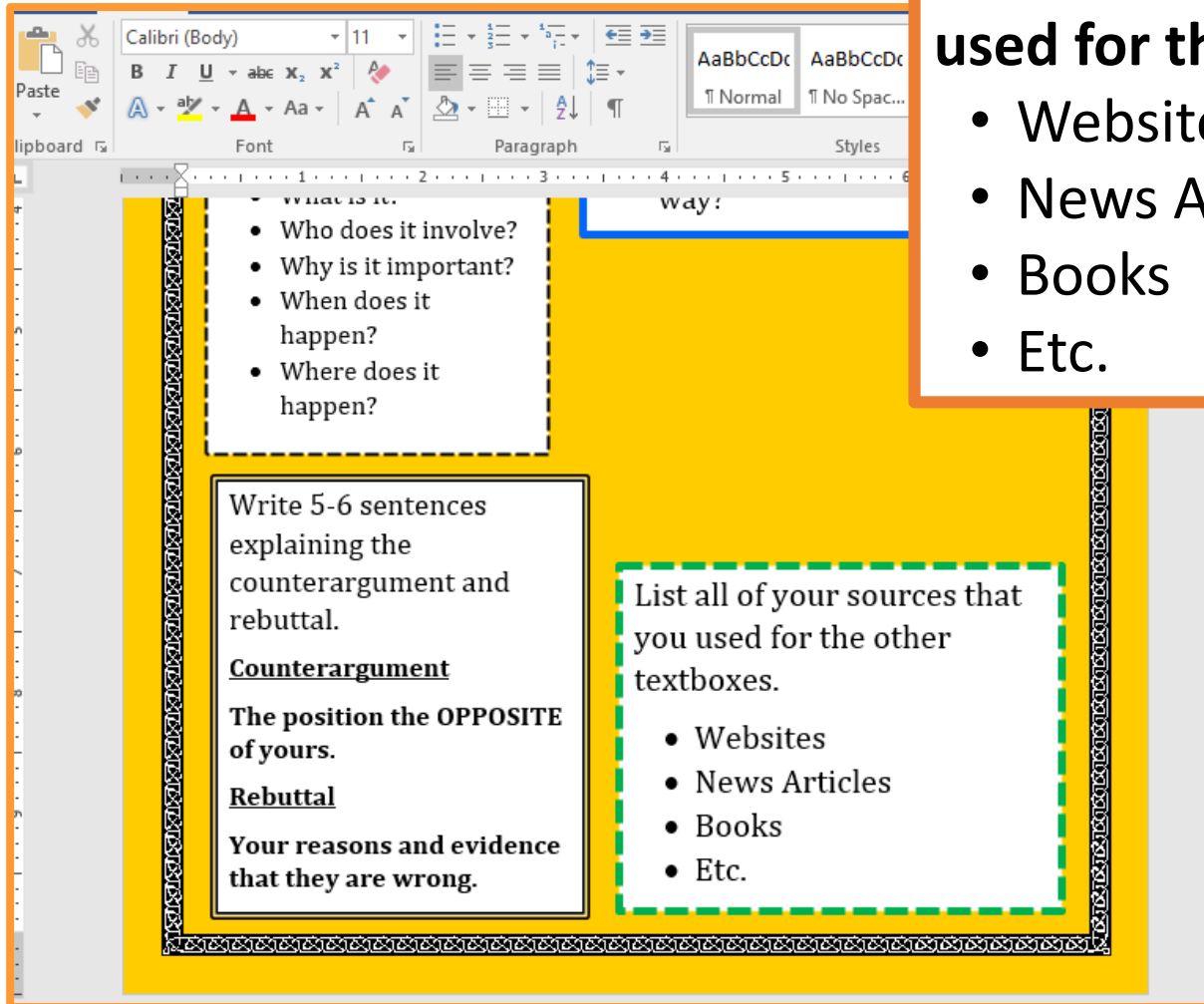
1. Click on DRAWING TOOLS –
FORMAT tab
2. Click on SHAPE FILL
3. Select the fill YOUR CHOICE

FORMAT SOURCE TEXTBOX 3



1. Click on DRAWING TOOLS – FORMAT tab
2. Click on SHAPE OUTLINE
3. Select the color YOUR CHOICE
4. Click on WEIGHT & select YOUR CHOICE
5. Click on DASHES & select YOUR CHOICE

SOURCE TEXTBOX CONTENT



What is it.

- Who does it involve?
- Why is it important?
- When does it happen?
- Where does it happen?

Write 5-6 sentences explaining the counterargument and rebuttal.

Counterargument

The position the OPPOSITE of yours.

Rebuttal

Your reasons and evidence that they are wrong.

List all of your sources that you used for the other textboxes.

- Websites
- News Articles
- Books
- Etc.

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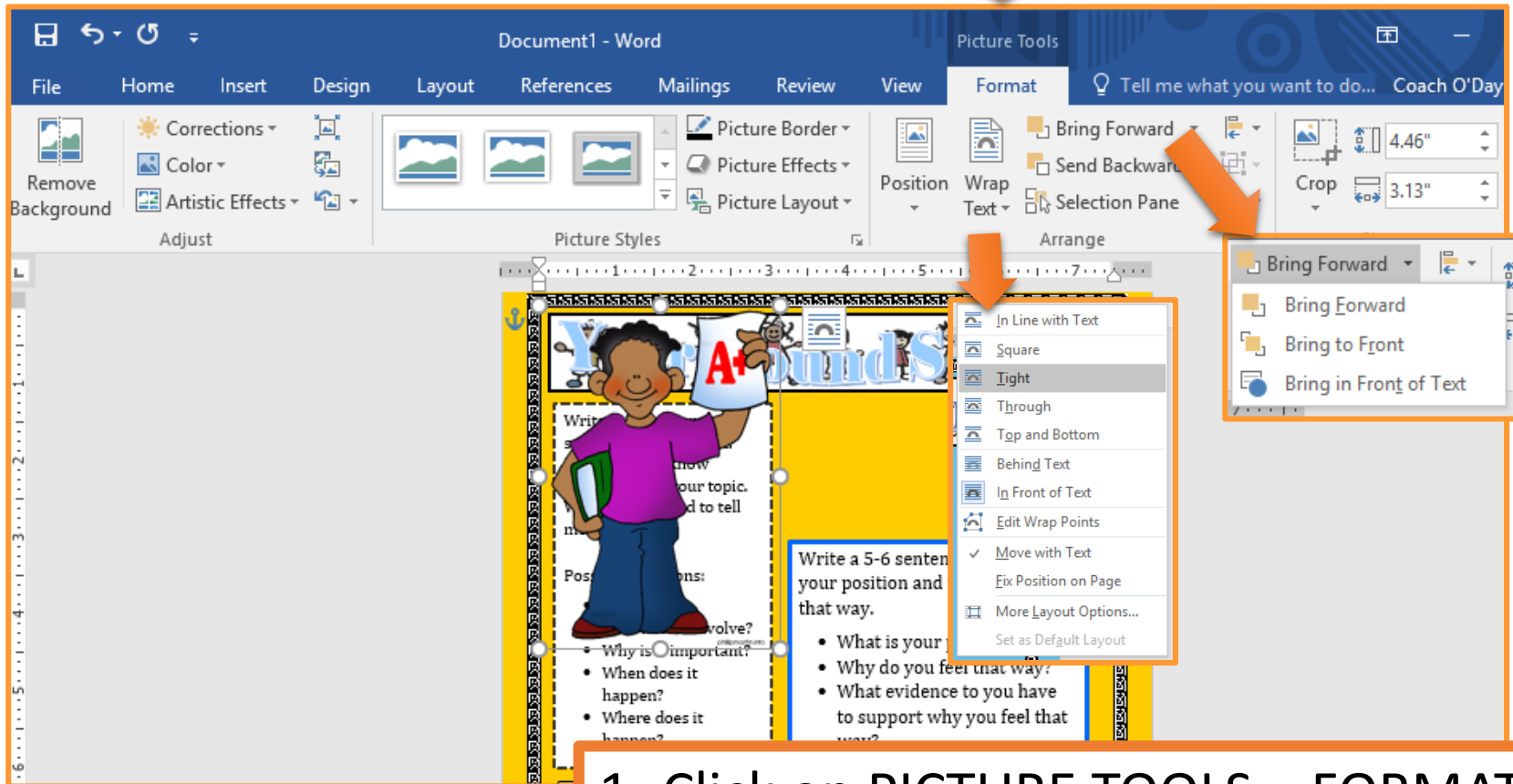
Pictures & Graphics

INSERTING PICTURES

The screenshot illustrates the steps to insert a picture in Microsoft Word. The 'Insert' tab is selected in the ribbon, and the 'Online Pictures' option is chosen. A search window for 'Student clipart' is open, displaying various cartoon images. An orange arrow points to the 'Insert' button in the search results.


1. Click on INSERT tab
2. Click on ONLINE PICTURES
3. Type in your search term
4. Select the picture and click INSERT

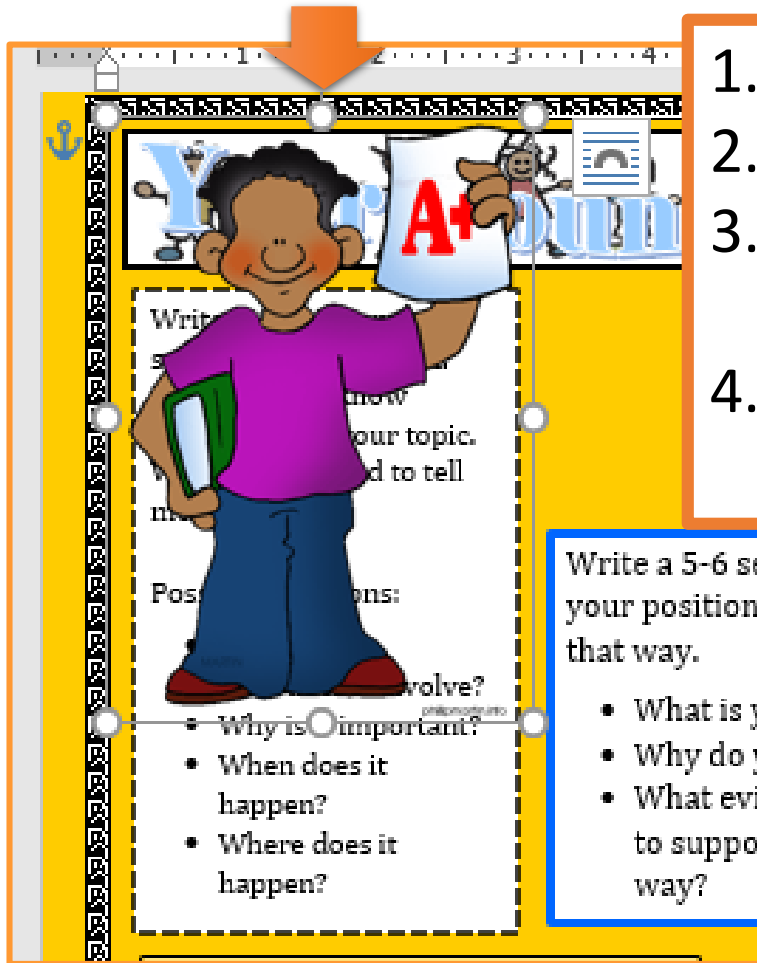
FORMATTING PICTURES 1



1. Click on PICTURE TOOLS – FORMAT tab
2. Click on WRAP TEXT & select TIGHT
3. Click on BRING FORWARD & select BRING TO FRONT

FORMATTING PICTURES 2

1. Click on toggles to resize the image.
2. Click on  to rotate image.
3. Click & drag image to desired location.
4. Repeat slides 35 to 37 for additional pictures if you want.



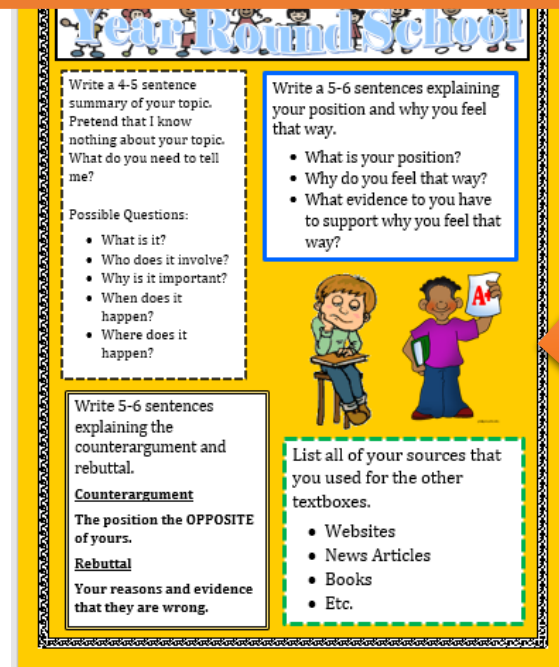
Write a 5-6 sentence summary of your topic. Pretend that I know nothing about your topic. What do you need to tell me?

Possible Questions:

- Why is it important?
- When does it happen?
- Where does it happen?

Write a 5-6 sentences explaining your position and why you feel that way.

- What is it?
- Why do you feel that way?
- What evidence do you have to support your position?



Write a 4-5 sentence summary of your topic. Pretend that I know nothing about your topic. What do you need to tell me?

Possible Questions:

- What is it?
- Who does it involve?
- Why is it important?
- When does it happen?
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- Why do you feel that way?
- What evidence do you have to support why you feel that way?

List all of your sources that you used for the other textboxes.

- Websites
- News Articles
- Books
- Etc.



Saving Document

SAVING TO ONEDRIVE



Click on DISK ICON to save your document to OneDrive



Turning in Assignment

TURN IN ASSIGNMENT

Conversations Files Class Notebook Assignments

< Back Turn in

Argumentative Newsletter

Due Date
Thu May 30, 2019 at 11:59 PM

Points
50 points possible

Instructions
Use the direction booklet to help you.

Reference materials
None

My work

Argumentative Newsletter.docx

+ Add work

1. Verify that your document is under MY WORK.
2. Click on TURN IN.