

TALKING CALENDAR - AT HOME DIRECTIONS FOR WRITING YOUR REPORT

1. Read the front and back of your Planning Sheet carefully. There is a lot of information on there for how to complete your TC.
2. Once you have chosen your topic, pick up books from the library or do an internet search using **KEYWORDS**.

For example: (person) James Naismith biography for kids
(event or invention) Mount St Helens information for kids

3. If you've printed information, **READ** through all articles first, then go back and **HIGHLIGHT** the *most important* information. If you're using a book, **READ** the whole book first, then go back and place **POST-ITS** on the *most important* information.

When reading about a **PERSON**, look for information related to:

- CHILDHOOD
- ADULTHOOD (What led up to them becoming famous?)
- ACCOMPLISHMENTS/LIFE AFTER ACHIEVEMENT

When reading about an **EVENT**, look for information related to:

- BEFORE (What led up to the event? What caused the event?)
- DURING (What was the actual event? What specifically happened?)
- AFTER (What were the effects or impact of this event? What is different now?)

4. Get three sheets of paper (or use a computer) and **TAKE NOTES/MAKE AN OUTLINE** for each section of your report (childhood, adulthood, accomplishments/achievements OR before, during, after). Remember to **PARAPHRASE** not **PLAGIARIZE** your notes.

The three ways to paraphrase are:

- CHANGE THE ORDER OF THE WORDS
- USE SYNONYMS
- READ IT. THINK ABOUT IT. CHANGE IT TO YOUR OWN WORDS.

5. Use your notes to organize and write your **FIRST DRAFT**. You should have at least three paragraphs. You are welcome to use your school google account to type your draft. You may share it with your teacher if you would like help with revisions and editing. You do not need to do this, but the option is available.

When writing your draft:

- Organize by dates and paragraphs.
 - Make sure to have enough information and details so your audience is not confused.
 - Use transitions from one event to the next.
 - Edit for punctuation and spelling.
 - Print two copies of your final draft.
6. Finish your Talking Calendar project by following the rest of the directions on the Planning Sheet.

Good luck!

Manage your time!

Remember to ask us for help at any point along the way!!

