

Instructions for Completing a Talking Calendar

1. Booklet

Take a **5x8** index card and fold it in half to form a booklet. The blank side should be on the outside, the lines on the inside. Set this aside for later.

2. Writing

Complete your planning sheet. Write a rough draft and proofread it carefully. Type your final copy so that it fits neatly inside the booklet you made (in step 1). You must do the typing (not your parents). Choose a READABLE font and print in BLACK ink only.

3. Back and Cover

Write your name and number on the back of the booklet, then decorate the cover. Please center the title and the **DAY** of the month. That means, if your topic is the San Francisco Earthquake on October 17, 1989, the DAY OF THE MONTH WOULD BE 17, not the entire date. You also need to include a picture or illustration; carefully hand-drawn pictures or interesting collages show extra effort.

4. Bibliography/Sources

Write down the source of your information on the planning sheet. If you use an internet address, simply list the address (ex: www.on-this-day.com). If you use a book, please write the title and the full name of the author. If you use a primary source (ex: a museum show, an interview), please write a person's name or the event -- something that indicates the source - along with the date you acquired it.

5. Presentation

Practice your presentation in front of a mirror and in front of an audience.

6. Double check each item on your planning sheet.

7. On the day your calendar is due, bring in your planning sheet and your T.C. index card. You will read from your T.C. during your presentation and turn all items into me afterward.

8. If you need help, see me ahead of time - DON'T wait until the day your T.C. is due!

Good Luck!!

Topic: _____

Name: _____

Chosen T.C. Date: _____

Please attach a printed copy of your TC to this Planning Sheet.

Talking Calendar Planning Sheet

(MUST be turned in with your Talking Calendar)

Pre-thinking

- I investigated all of the topics on my Talking Calendar date before deciding on the one to summarize.

Organization

- turned in on time completed/submitted planning sheet

Cover

- centered title picture/illustration *day* of month name on back

Grammar

- neat correct spelling, grammar capitals, punctuation

Content

- 3 paragraphs of *relevant* information written in my own words
Importance of date: birth death event
 significance not related to the date

Write a complete sentence that states the importance of the date which you will **include** on your Talking Calendar report: _____

Sources/Bibliography

Include at least 2 sources (not including Wikipedia)

- internet site: _____

- book title/author: _____

(student) ↑

(teacher) ↓

Presentation

- good posture (stand up straight, chin up, balance weight on both feet, talk with hands)
 eye contact (look at your audience, try different expressions)
 well rehearsed reading (practice in front of mirror, learn to say difficult words, good pacing)
 clear, audible voice (able to be heard over street noise, good intonation)
 outside-the-box (i.e. keynote, imovie, timeline, poster, etc.)

Effort/Grade

- √+ all points on planning sheet met
√ most points on planning sheet met or one day late
√- minimal effort: planning sheet not used, more than one day late, plagiarism