

Dear Parent Volunteers,

Thank you for all your help with Writer's Workshop for our wonderful 3rd Graders.

Students will choose a final story to publish based upon your assistance during Writer's Workshop meetings. You will assist each of your students with editing, typing, printing, assembling and illustrating their very own hard covered book.

The following is a timeline to help in the process:

Week of March 10th - Each of your students should choose a previous story or start a new story that he/she would like to see turned into a book. Students have a folder with an editing guide and progress sheet that you should use to keep them on track.

Week of April 14th – Student's story should be ready for typing. All editing should be complete. Once typed, you should meet with your student to decide where the page breaks will be placed. You should also discuss and complete each student's "About the Author" interview sheet.

Week of May 12th – At this time your student's stories should be typed, placed into the hard covered book and briefly discuss/plan with the student what the illustrations will look like. The books will then be turned in to the classroom for illustrating which will take place in the classroom. The student's photo at the end of the book will be taken care of by his or her own teacher.

Starting May 26th - Each student will read his/her story to students and parents during an "Author Party" within the classroom. You will also be invited to hear your students story if you choose to attend.

Please use the checklist and formatting guide attached to assist you in typing the story. Sample books will be available in Room 134 in the filing cabinet labeled Writer's Workshop for your use. I will send updates during the process and answer all questions the best I can. I will also hold a meeting to show samples and have a power point that will be emailed that has pictures of sample books for your use.

Once again a BIG THANK YOU for your time in creating a special memory for our students. Writer's Workshop couldn't be such a success without your help.

Sina Fong
sinafong@yahoo.com

Student's Name: _____ Student # _____

Where do you want the text on each page? (✓ student's choice)

_____ Center of page _____ Bottom of page

Volunteer Checklist (✓ when completed):

- _____ Story is edited & corrections are complete by student
- _____ Illustrations are discussed with the student
- _____ Story is typed on regular paper & paragraph breaks done with student
- _____ Final story is printed on sticky label paper
- _____ The sticky paper is cut and placed on designated pages
- _____ Final book is given to classroom teacher

FORMATTING GUIDE

The title, copyright, dedication and about the author pages *must* be placed on the designated pages. The remaining pages are for the story itself and the font size will need to be adjusted depending on length of the story (page 4-26 are for text). The following is a guide to use for typing and some samples for your use:

Title Page Contents

Location: Page 2, **Font:** Arial, **Font Size:** 36, **Centered and Bold, 1.5 line space**

Manuscript Title: _____

Author: _____

Ouch, That Hurt

By: Joey S. Twizzler

Copyright Page

Location: Back of Page 2, **Font:** Arial, **Font Size:** 16, **Centered, 1.5 line space**

Copyright May 20____
3rd Year Press Publishing Company
Spring Brook PTA

Copyright May 2013

3rd Year Press Publishing Company

Spring Brook PTA

Dedication Page

Location: Page 3, Font: Arial, Font Size: 18, Centered

I dedicate this book to _____ because
he/she/they

(opportunity for student to personalize):

I dedicate this book to my mom, dad, and my siblings because they are the ones that gave me the advice in real-life for this book and support me everyday.

About the Author Page

Location: Back inside cover, Font: Arial, Font Size: 20, Left Justified, 1.5 line space

_____ is _____ years old and is in 3rd grade at Spring Brook Elementary School in Naperville, IL. His/Her teacher's name is _____.
_____ has _____ brother(s) and _____ sister(s). He/she has a pet named _____.
(Optional) His/her family likes to _____ together and (student name) likes to _____ and _____ in his/her free time.
(you may add additional personal information if it fits, i.e., bike ride, go to movies, play video games, travel, eat at restaurants, play sports, etc.).
When _____ grows up, he/she would like to be a _____.

Joey is 9 ½ years old and is in 3rd grade at Spring Brook Elementary School in Naperville, IL. His teacher's name is Mrs. Kohorn. Joey has 2 brothers and 1 sister. He has 3 cats named Mamra, Asha and Bishop and a 75-gallon tropical fish tank. His family likes to have movie and game night together, go on vacations to cool places and do fun art projects together. He likes to play basketball, soccer and baseball and read books in his free time. When Joey grows up, he would like to be a doctor or a nurse or maybe even a super-hero.

Text Pages 4 to End

Location: Page 4 to end, **Font:** Arial, **Font Size:** 10-14, **Left Justified or Centered, 1.5 or double spaced depending on length and how it looks on page.**

EXAMPLE #1 (SIZE 10, 1.5 LINE SPACE):

It was a sunny day, with only a few clouds in the sky. This was a perfect day to play baseball. I unzipped the zipper on my bat-bag and popped in a piece of fruit punch gum in my mouth. I grabbed my bat and put on my batting gloves. Today is our last practice before our first game.

My team has been practicing together for six weeks now. I have been practicing everyday in my backyard with my dad. Catching and pitching have been great and I have learned a lot, but batting is *whole* different story.

Since I am a lefty, it is hard for most kids to pitch to me- even my dad has a hard time getting it into my strike zone. It gets a little frustrating because I am a pretty good hitter and I don't get to use that power.

EXAMPLE #2 (SIZE 12, DOUBLE LINE SPACE):

Kate, an 8 year-old girl with blond curly hair, lived at the Sea Bottom Hospital & Aquarium. Kate's dad was a veterinarian and dolphin trainer at Sea Bottom. One day, Kate asked, "Dad, can I have my own dolphin?" Kate's dad thought about it and said, "As soon as you turn 9, I promise you can have your very own dolphin." Kate was so excited and couldn't wait until her birthday.

Kate waited for months and finally her birthday was here. She was watching the dolphins swimming in their pool when her dad called her. "Pumpkin, close your eyes and come see the surprise I got you!" She saw a little dolphin in front of her! Her dad said, "Kate, this dolphin was rescued by our team because she injured her fin on sharp coral. I helped her get back to health and now I would like you to help take care of her. Happy Birthday Pumpkin!" Kate had the biggest smile on her face and hugged her dad.