

LETTER TO FUTURE STAFF MEMBERS

ASSIGNMENT

WORKSHEET

Assignment (Page 208 in the student workbook)

Goal: To reflect on one's experiences on the yearbook staff

Goal: To provide advice and guidance to next year's staff members

The Task

Write a one-page letter to a future staff member. These letters will be shared with next year's staff on the first day of school, so this is your opportunity to leave your mark. This letter should be typed in 12-point Times New Roman with one-inch margins. Include the date at the top and a signature line at the bottom. Sign your name when you are finished. Please address the following issues in your letter:

Responsibilities

- What is the most important part of yearbook production?
- What does it take to be a great staff member?
- What tips do you have for meeting deadlines?

Motivation

- How can you contribute to high staff morale?
- How do you motivate your peers?
- What staff traditions or rituals would you like to see carried forward? Why?

Goals for the Future

- What was this year's staff's greatest accomplishment?
- How can next year's staff build on that accomplishment?
- What goals would you suggest for next year's staff?

One Thing You Know Now

- Address any obstacles or concerns a future editor or staffer might face.

Assignment Topics Addressed (60 points @ 15 points each)

- _____ Responsibilities
- _____ Motivation
- _____ Goals for the future
- _____ One thing you know now

Specific and Appropriate Tips for Success (20 points)

Grammar, Punctuation and Style (20 points)

- _____ Free of spelling errors
- _____ Free of grammatical errors
- _____ Consistent point of view
- _____ Consistent tense

_____ Total

Comments

STAFF SCRAPBOOK

Assignment (Page 207 in the student workbook)

Goal: To use yearbook skills — including writing, photography and design — to create a staff scrapbook

The Task

As a staff, we will create a scrapbook that tells the story of how we produced the yearbook — our relationships, our problems, our triumphs. As with the yearbook, each staff member will be expected to contribute a small part to the larger project:

- Each student must do at least one page; seniors have the option of doing a spread.
- We will also do opening and closing pages, so when you finish your own page, you can help with those pages.
- All pages should adhere to basic yearbook rules: a clear dominant element, a caption for each photo, a journalistic headline, copy written in past tense with a consistent point of view.

The Deadlines

Due _____ Turn in a rough sketch of your page by the end of class.

Due _____ Work on copy and headline for page. Use spelling and grammar checks before you turn in a rough draft of your copy.

Due _____ Revise copy and headline. Work on photos and captions. Turn in a draft of all captions at the end of class.

Due _____ Revise copy and captions. Assemble/lay out the page.

Due _____ Finalize your page. Assemble scrapbook as a class.

All activities are complete (30 points)

_____ Rough sketch turned in on time.

_____ Rough draft for copy and headline completed.

_____ Rough draft for captions submitted for approval.

Final scrapbook page follows all guidelines (70 points)

_____ All photos have a caption of at least two sentences; first sentence is present tense and second is past.

_____ Headline is written in journalistic style and incorporates both a main headline and secondary headline.

_____ Copy is written in past tense with a consistent point of view.

_____ All text is spelled correctly and free of errors.

_____ Design includes a dominant element.

_____ All photos and graphic elements are yearbook-related.

_____ At least one photo shows the page author by him/herself.

_____ **Total**

Comments
