

Parent Information Package



Welcome to Write More...at Home! This information sheet is designed to provide you with the information and instructions on how to utilize your recently purchased subscription program. Included are instructions in the receiving and use of the Weekly Activities bulletin, integrating the activities with Write More writing products and the necessary information for sending us your student's writings for evaluation by a Write More Certified Instructor. Please print and keep a copy of this information sheet or you can access it via the web at www.writemorestuff.com/pages/information-sheet.html.

Weekly Activities Bulletin

Each week for sixteen-consecutive weeks you will receive via email the Weekly Activities Bulletin. WRITE MORE ONLY SENDS THIS BULLETIN TO YOU VIA EMAIL. The bulletin will come to you as a PDF document. You will need Adobe Acrobat Reader in order to open the document. If you do not have Acrobat Reader, please click on the link below to download this free software.

<http://www.adobe.com/products/reader/>

The bulletin will reference the use of a variety of Write More writing products, including the Write More Organizer, the Write More Rubric, the Student Writing Portfolio, etc. YOU DO NOT NEED TO HAVE THESE ITEMS IN ORDER TO USE THE STUDENT ACTIVITIES WEEKLY BULLETIN, HOWEVER IT WOULD MAKE THE BULLETIN EASIER TO USE. As a subscription bonus, Write More is offering special savings on these and other items for our members. These special offers will be listed in the weekly bulletins.

You will find the instructions on using the various activities and writing tools included in the Student Activities Weekly Bulletin below:

Quick-Thinking Activity

These activities are designed to take 4-6 minutes. The purpose is to get students to quickly focus on a topic and generate as many ideas as possible.

Journal Activity

These activities are designed to take 8-12 minutes allowing students to write freely about their ideas. Students use the ideas generated during the Quick-Thinking Activity and develop them into complete sentences and thoughts.

Creative Writing Activity

These activities are designed to take 30-45 minutes. Students use the ideas and thoughts from the first two activities to develop a story. Prior to starting these activities, we strongly recommend that you and your student map out each activity by using a graphic organizer to define the activity. Use of this product will be explained in the Using the Write More Organizer and section of this sheet.

Teaching Moment

With each week's Creative Writing Activity, Write More will provide insight on preparing and organizing your student to complete the activity. The Teaching Moment also serves as the

basis on which your student's submission will be evaluated, if that particular activity is chosen to submit. This section goes beyond the preparation of the particular creative writing activity by providing useful information that can be used for many other writing activities as well.

Submitting Your Student's Writing Activities for Evaluation

During your membership period, you may send in up to four of your student's **Write More Creative Writing Activities** to be evaluated by a Certified Write More Instructor. PLEASE BE SURE TO INCLUDE YOUR CHILD'S NAME, AGE AND GRADE ON YOUR SUBMISSION. Only one submission may be made at a time. A minimum of three weeks must elapse between submissions.

Submissions can be handwritten or typed. Handwritten submissions need to be on lined paper with the student skipping every other line to leave room for revisions. Typed submissions need to be double-spaced with a minimum font size of 12. Limit your submissions to a maximum of four (4) single-sided pages.

Your student's final submission must be received by Write More no more than one week after the end of the subscription period in order to be evaluated. Please allow up to two weeks for the return of an evaluated submission.

Submissions can be made three different ways.

- Mail the submission to Write More. Please mail to Write More At Home, 901 Paverstone Drive, Suite 8, Raleigh, NC 27615
- Fax your submission to Write More. Our fax number is (919) 841-9587. Please include a cover sheet and address the fax to Write More At Home. Please be sure to include a return fax number.
- You may email your submissions to Write More. Please send them to writemoreathome@writemorestuff.com. If the assignment is typed on the computer, please paste it into the email body. You may also save the writing as a PDF file and attach it to your email. If the submission is handwritten, you may scan the document and send it as an attachment. WRITE MORE WILL ONLY ACCEPT PDF FILES AS ATTACHMENTS - ALL OTHER FILE FORMATS WILL BE REJECTED BY OUR NETWORK.

Write More will evaluate the writing focusing on coherency, structure, organization, style and conventions. Once evaluated, the writing will be returned to you for review. Write More will only provide an evaluated submission via email, fax or by including a self-addressed stamped envelope with your submission. If you wish to receive your evaluated submission via email, be aware that Write More will send this as a PDF attachment top your email. Be sure to have the Adobe Acrobat Reader program on your computer (version 7 or later). This software is free and can be obtained at <http://www.adobe.com/products/reader/>. Additionally, please be sure to have your email program allow Write More to send you attachments.


To take full advantage of the evaluation service, please be sure to review each of the evaluations and have your student incorporate the Instructor's suggestions in each future submission.

Write More's Evaluation

With each of your submissions, the Write More Certified Instructor will complete a Submission Evaluation Rubric for each activity. A sample is included to the right. Each point on this rubric will be evaluated with a score from 1-4, with 4 being the highest. The instructor will also make a variety of suggestions for improving the piece and providing insight that should be used with the next of your student's submissions.

Besides completing this rubric for each assignment, our instructors will also mark the actual submission with editing marks and comments. The evaluation is for the benefit of your student and the activity should not be resubmitted to Write More after making the recommended adjustments.

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Submission Evaluation Rubric



Thank you for submitting one of your writings! I hope you had fun planning and writing. This rubric is what I use as a guide when I read your story and assign it a grade of 1,2,3 or 4. 4 is the highest grade possible.

	SCORE
Story is enjoyable to read	
Story stays focused	
Story has creative opening sentence	
Story flows from beginning to middle to end	
Story contains transition words or phrases	
Story contains a variety of sentence types and lengths	
Story has creative nouns, verbs, adjectives and adverbs	
Story has a complete closing/ending	
Mechanics:	
Spelling	
Grammar	
Punctuation	
Sentence fragments/run ons	

For your next writing, may I suggest:

Write More Writing Products

Using the Write More Organizer

Our Organizer is designed to guide students as they think through their writing ideas. The organizer can be used for most types of writing. The organizer can be used to think through ideas for either a simple paragraph or a complete story.

For beginning writers, use the organizer pad to learn how to write a paragraph. Ask the student to write their opening sentence idea in the middle square. Then ask the student to write three supporting ideas in each of the outside squares labeled #1,2 and 3. These ideas may each be one to two sentences. They do not need to write complete sentences. They are just getting their ideas down on paper.

Write More Organizer

Name _____ Title of Writing _____

Main Idea / Topic

1

2

3

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Under each square labeled #1,2 and 3, there are three lines. On each line, have the student list three adjectives, adverbs or verbs he can use while writing this supporting sentence. Again, this is to help the student organize his ideas before starting to write.

Once the organizer is complete, ask the student to read over it. He should be able to easily write his paragraph now. He first writes his opening sentence then he moves to square 1 and writes the supporting sentence using the three verbs, adjectives or adverbs. He proceeds with moving to square 2 and lastly, square 3.

To use the organizer for a longer story/writing, have the student write his main idea in the center square. Then in square #1, ask the student to write what happens first in his story. In square #2, have him write what happens in the middle of his story. And in square #3, have him write what happens at the end of his story. Now, on the three lines under each square, the student will write three supporting ideas for the paragraph. The entire story/writing is now organized.

The Portfolio is a tremendous asset for your student as they revise and polish their writing assignments. With weekly use of this portfolio, students will learn what it takes to develop good writing. This portfolio helps to take away the mystery of writing.

Write More Special Product Offers to Subscribers

Each week, Write More will include special offers to our subscribers for purchasing Write More writing products. These special offers are only available to you while your membership is active. All other submissions will be rejected prior to fulfillment of the order. You can order these product specials three different ways:

- Order online - Please go to www.writemorestuff.com/pages/WAHSubscribers/Products. There you will find a list of the current product specials offered to our subscribers. Order the product and select the quantity and proceed to the checkout through PayPal. Write More will process and ship your order immediately upon receipt.
- Call Write More at (888) 974-8311 x112. Place your order with our Accounts Services Department. Payment can be made by credit card or by mailing a check. If you pay by credit card, Write More will process and ship your order immediately. If you wish to pay by check, please mail payment to Write More Product Sales, 901 Paverstone Drive, Suite 8, Raleigh, NC 27615. Write More will process and ship your order after deposit verification of your check.
- Fax your order to Write More at (919) 841-9587. Please mail payment to the address above. Write More will process and ship your order after deposit verification of your check. **DO NOT FAX YOUR ORDER IF YOU WISH TO PAY BY CREDIT CARD.**

Renewing Your Write More...at Home Membership

As you near the end of your 16-week membership period, Write More will send you an email reminder that your subscription will be ending. If you wish to renew your membership, please respond to the email and Write More will send you instructions on how to renew without any interruptions to your service.