

## **Creating Personal Stationery**

### **Objective:**

Students demonstrate their understanding of drawing and editing tools to create personalized stationery.

### **Technology Skill(s):**

- Paint, Draw, and Graphics
- Word processing

### **Language Arts TEKS:**

- 3.15B Uses capitalization and punctuation with increasing accuracy
- 3.18 Uses writing process

### **Duration of Lesson:**

- 15 - 30 minutes in classroom
- 30 - 45 minutes on the computer

### **Prerequisites for Teacher:**

- Teacher must be familiar with Microsoft Word

### **Prerequisites for Students:**

- How to access Microsoft Word
- How to use the basic editing and drawing tools that come with this program
- How and where to save work

### **Before the Computer (teacher):**

- Create copies of both sides of the Teacher Created Material Computer Activity Cards: Language Arts Card #11.
- Allow students to plan their stationery before creating them at the computer.

### **Before the Computer (student):**

- Students will use Language Arts Card #11 as a planning guide before they actually begin work on the computer.

### **Procedure:**

- See the Computer Activity Card #11 by Teacher Created Materials for instruction.

**Assessment:**

- Teachers will assess the final stationery based on the criteria given to students before they begin. The criteria will explain specifically what the teacher expects in the project.

**Adaptation Ideas:**

- Students could use this in any subject, just changing the graphic to match that subject. For example, if the student wanted to do a report about a famous person in history they could use a graphic that would depict something about that person.

**Extension Ideas:**

- Students can make a template so the stationery can be used for a variety of purposes.
- Students can attach personal stationery so it can be sent by email.
- Students can write letters to classmates on school/district email to each other.
- Students can write letters to parents/family/friends on email.

**Modification Ideas:**

- Pair students and have the partners help create stationery for both of them.