

Introduction

As a supplement to traditional writing instruction, Hickman Charter School is pleased to provide an on-line offering for its families. "CyberWriter" is designed to provide feedback on structured writing assignments for students of all grade levels. Writing is done at home, and communication with the teacher, Roxanne Lemos, takes place via e-mail. Send work to Roxanne Lemos, (rlemos@hickmanschools.org) using the instructions provided below.

The purpose of this offering is twofold:

- to encourage students in their writing by providing feedback when they complete an assignment.
- to encourage students to explore the use of computers and e-mail.

Each month we will provide two different tools that can be used to encourage student writing. These are included in our newsletter, or can be downloaded directly from this site. Archives of past prompts and calendars can also be accessed.

- **writing prompts** that can easily be adjusted for variety of ages and writing abilities. These prompts can be used as a source of ideas for writing assignments that will meet the learning record requirement for writing samples. Each month, one prompt is provided for each of the four domains that make up the core of our writing instruction. More specific information on each of the domains can be found using the links in the left column of the CyberWriter web page.
- **journal/daily writing calendars** of writing prompt ideas. These are especially suitable for the younger "beginning writer" who wishes to participate, but may not be ready for a full-blown writing prompt assignment. The suggested guideline for this type of participation is one sentence for each grade in school: second graders write two sentences, etc. Topics can be chosen by the parent or student. Other good resources for journal topics are available for checkout in the Annex.

Submitting Your Work

Use one of these methods to prepare the work you will submit:

- Use your keyboard to type directly into the body area of the e-mail form used by your particular e-mail service. Using this method will require that you either write a rough draft by hand, or make corrections and revisions in the e-mail itself before you send it.
- Compose and revise/edit using a word processing program such as Microsoft Word. When the work is completed, copy it directly into the body area of the e-mail by "cutting or copying and pasting." If you need help with this step, contact your Education Coordinator or one of the computer teachers at the school. You

can also save your work and send it as an attached file. Again, ask if you need help!

E-mail Tips:

- If you have access to an internet-connected computer (either your own, one at school, or at a public library) but do not have an e-mail account there are several free e-mail account options (advertising presented on your computer screen pays for the cost of the "free" e-mail). [Yahoo](http://mail.yahoo.com) (<http://mail.yahoo.com>); [Hotmail](http://www.hotmail.com) (<http://www.hotmail.com>); [Gmail](http://www.gmail.com) (<http://www.gmail.com>).
- To insure that text is received in a readable condition, use plain text (Times Roman or similar font) files that are part of the body of the e-mail message. Do not use multiple or exotic fonts, graphics and colors in the writing submitted for response. If you wish to decorate your work, save it and send as an attached file.
- Please include the student's full name, age, grade level and name of education coordinator with each submission.
- To insure that your e-mail does not become lost in a "spam" folder, please include "CyberWriter" and the student's name on the subject line of the e-mail.

Reminders

- No enrollment is necessary for CyberWriter. Simply submit your writing to Roxanne Lemos as described in this page. Don't wait! Participate!
- Submit writing as often as you'd like. Play catch-up on missed assignments, or ask for a response to other writing you submit.

We're excited about this opportunity, and look forward to your participation. Even if you choose not to participate electronically you may find these writing prompts a motivator for your writing instruction at home!