



What's News in the Woods...

Farmington Woods IB/PYP Elementary Magnet School

End of Year 2020 Newsletter

<http://fwes.wcpss.net> for any info updates

From Mrs. Pierce...

#fwesunlockslearning

It is very difficult for me to imagine we are closing our school year, as the halls are empty and we've not seen you in almost 3 months. What an unexpected end to our year, but as we reflect on the year, there is so much to remember and cherish moving forward. I truly believe it is the relationships at FWES that make our school a true learning community. Students-Students; Students-Teachers; Teachers-Teachers; Families-Teachers and all other com-

binations are strong, caring and supportive. These relationships have been the foundation to sustain our school community through the spring challenges and will carry us forward with eyes on the future successes that are ahead. Thank you for being part of our school family and for sharing your family with ours!

Missing you all so very much! We all look forward to getting to see you drive thru and can't wait for the

real hugs and face to face learning to begin again!

Sending your family wishes for a safe and fun summer that is filled with joy, inquiry and love!

With much love to all of you,

Winston Pierce



Go for the Gold!

Give and Earn Respect

Own your Actions

Lead by Example

Demonstrate Cooperation

A Walk in the Woods ...

- [Recognize the way FWES Staff Unlocks Learning!](#)

LAST CHANCE!!! This link is the last time this year to recognize a FWES Staff member who has supported your student this year. What a great way to share your thoughts at the year comes to a close. Thank you for recognizing the amazing hard working staff at FWES!

- **Preparing for School Bus Transportation for 2020-21:** The following information is available on WCPSS.net/transportation and is helpful for families interested in bus service for the coming school year.
 - Parents, if your student is enrolled, has a school assignment that provides for neighborhood or express school bus transportation, and wishes to use this service on a regular basis, go to [Bus Rider Registration](#) to apply.
 - New enrollees to WCPSS are required to fill out a Transportation Service request form when making application at their base school. The School Data Manager will enter the transportation request for the new enrollees.
 - More detailed information about transportation processes, includ-

ing contact information, is available through wcpss.net/transportation. This website is updated regularly and there will be additional information posted over the next several weeks as routes and schedules are determined.

- **Teacher Characteristics for 2020-21:** Parents are always invited to share their thoughts on the teacher characteristics that would be a good fit for their child next year by writing Mrs. Pierce at aw-pierce@wcpss.net no later than June 20, 2020. Please DO NOT include a teacher name, but consider the traits of teachers who have helped your child experience success in school.
- **Club Sponsor Interest for 2020-21:** Thanks to many parent volunteers we were able to expand our club offerings this year. If you are interested in possibly being a Club Sponsor in the 2020-21 school year - please fill out this form (no obligation) to share your interest. As we learn more about next year, we will reach out to those interested to begin to plan club options.

End of Year 2020

Calendar Items to Note...

- June 1-5 Spirit Week
- June 1- Athletic or Sports Team Day- No Kinder sessions 1-4pm; Last Day to upload 5th Grade Talent Show Video
- June 2- Teddy Bear Tuesday; No 4th Grade sessions 10am-1pm; Rising Kinder Waving Welcome Parade 4-5pm
- June 3- Wacky Hat or Hair; No 2nd Grade sessions 8-11am; No 3rd Grade sessions 10am-1pm; **5th Grade Pick Up 1-4pm**
- June 4- Tropical Thursday; **2nd Grade, ECS, Pre K Pick Up 1-4pm**
- June 5- FWES School Spirit; 1st Grade No Sessions 8-11am; Report Cards Emailed to Families
- June 8- **8:30-11:30 Kinder Pick Up; 1:00-4:00pm 4th Grade Pick Up**
- June 9- **8:30-11:30 3rd Grade Pick Up; 1:00-4:00pm 1st Grade Pick Up**
- June 11- 5th Grade Drive By Celebration! 10-11am and/or 2-3pm in Carpool Loop
- June 12- Last Day of 2019-20 School Year
- June ???- Rising Kindergarten Virtual Open House
- July ???- Rising Kindergarten Virtual Open House

We're going to miss you...

Each year there are a variety of professional and family circumstances that impact our staff and their ability to return to FWES for the next school year. We are so thankful for their hard work and commitment to our students and wish them all the best!

Rosanne Nagy- Wishing her well as she retires after 24 years at FWES!

Kaitlyn Surles
Paolo Graceffa
Sam Woodrum
Preeti Raju
Marquail Ashford
Hilda Jones
Carla Wilson





Magnet Musings

from the desk of Anna Goodrum, IB Coordinator

THE IB PYP PARENT - Sharing the Learner Profile at home

Students who are **BALANCED** are healthy and are aware that eating properly and exercising is important in their lives. They understand that it is important to have a balance between the physical and mental aspects of their bodies. They spend time doing many different things. They balance work and play. As adults we too sometimes have to find that balance especially now as many of us work at home!

How can parents help to develop students who are well-balanced at home?

- Encourage your child to participate in a wide variety of structured activities.
- During less structured time, also be aware of the activities that your child is participating in.

For example, generally active kids should also take time for quiet reading or reflection; students who spend a lot of time drawing or reading, should be encouraged to also exercise and play; children who spend too much time in front of the computer or television may need to be reminded to go outside and run.

- Discuss the food groups with your child. Spend a few minutes during a mealtime deciding if what your family is eating is balanced. Try cooking a family meal together that is balanced and nutritious.
- Spend time as a parent or family doing many different things so that we model that balance in our lives for the kids.

I hope this list of ideas will help balance your summer. Stay active, have fun and stay safe. We look forward to seeing our FWES families next year!

FWES Team Updates

KINDERGARTEN:

Our students have done an outstanding job during remote learning! It's been hard for all of us to be away from our classroom and one another during this time; however, our students have been risk-takers each and every day. Our families have also been risk-takers as they've navigated the uncharted waters of supporting their learners at home.

Our Kindergartners worked for over three weeks to write their own true stories. The students took time to be reflective about their writing. Kindergartners built their stamina as writers and helped their brains grow by adding details to their true stories through thoughtful editing.

Our students used technology to not only engage in learning at home but to cheer for one another's successes. Our Kindergartners used Seesaw to record messages for one another - complimenting each other's hard work on their true stories. Our students have been such an example of how to be caring and thoughtful towards one another during an experience that's new and challenging for all of us.

We're so proud of all of you, Kindergartners!

First Grade:

While we very much missed being in our classrooms with our students, we **loved** connecting with them throughout Remote Learning! We are also so appreciative of the flexibility and support from families while we all learned from home together.

Some of our favorite Remote Learning experiences...

- Seeing each other's faces at each Live and Instructional Support Session...and getting really good at using

that mute button!

- Learning how to utilize tools on Google Slides and do "hands on" learning in a digital format.
- Using Flipgrid to communicate ideas with our peers and respond to others using video feedback.
- Engaging and learning about our character strengths through Positivity Project at our Morning Meetings.
- Listening to Guest Read-Alouds - thanks Mrs. Clinkscales and Mrs. Nelson!

Most of all, we loved how our students continued to be IB Learners at home, inquiring about the world around them and showing commitment to their learning.

First Graders, we are so proud of you!

2nd Grade:

We are so proud of our second graders and the initiative they have taken to be independent online IB learners. When thinking back over our year we remember so many wonderful community building moments in our Villas and those connection moments continued to happen even when our second graders were challenged with remote learning. Listed below are some of our favorite remote learning moments...

- Traveling on wild and exciting virtual field trips just like we are riding on the Magic School Bus
- Working together to analyze and problem solve the missing secret codes to digital breakout rooms
- Playing some of our favorite brain games like tic tac toe and memory to help us stretch our brain

FWES Team Updates (continued on page 6)

- Sitting together to hear our teacher read books just like we would in our classroom

These remote learning moments join a list of wonderful memories that we created while being at school together. The second grade teachers are grateful for the opportunity to work with your child this year and want each of our second graders to know that they are truly amazing students who will FOREVER have a place in our HEARTS!

Mrs. Coghill & Mrs. Mitchell's ECS Class

While we missed being with you in the classroom every day, we have loved seeing you in our remote learning live sessions. We continued learning about math and literacy, but we also went on virtual field trips and learned about our communities. You continued to participate in class through google meet, talking to your classmates and caring for each other. You worked hard to answer questions. We miss you, but we are proud of you.



Third Grade:

Teachers and students alike have discussed how much we have missed being in our classrooms, but we are truly proud of how we all have become risk takers during this process!

Some of our favorite Remote Learning experiences:

- We had a personalized message to our students from Ryan of "Ryan's Well" during our study of water access around the world. Students were actually able to listen to Ryan as he explained how important it is to take action to help others around the world.
- We used the communication tool, Padlet, to help students express their thoughts about systems that we see in our world (skeletal/muscular, local government)

- We discussed character point of view by using fun and interesting fairy tales.
- Teachers created a video showing how much we miss our third graders. There were some definite dancing skills showcased!

We hope you have a great summer, Third Grade!

Fourth Grade:

We missed seeing our 4th graders collaborating and inquiring in our classroom each day, but loved seeing their smiling faces over google meets!

Some of our favorite Remote Learning experiences...

- Continuing learning and getting to know one another through video chats!
- Encouraging extended creativity through projects such as Minecraft!
- Creating engaging bitmoji classroom experiences for our students!
- Exploring new google tools with our classrooms like google jamboard and google drawing!

4th Grade, Best Grade! Miss you all!

Fifth Grade:

We will have to say that this year has been one that will go down in our history books-

- 1) because of the closing of schools and Remote Learning but
- 2) because of the amazing IB Learners who grew so much during the year.

We are so happy that we completed Exhibition before schools closed because we were able to see each one of you shine and show all you have learned at FWES as part of the IB/PYP Exhibition. When the world gets rolling again, we know each of you will make a difference!

We can't wait to get to see you two times to close out our year together- be sure you have them on your calendar: June 2nd 1-4pm for Picking Up Belongings (like your IB Portfolio you started in kindergarten!) and June 11th from 10-11am and 2-3pm for the 5th Grade Drive By Celebrations!

We are so proud of all you have accomplished- look out Middle School here they come!

Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303

إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدرسة، اتصل بالرقم (919) 852-3303

Si vous avez besoin de services de traduction gratuits pour comprendre les procédures scolaires, appelez le (919) 852-3303

यदि आपको विद्यालय की प्रक्रियाओं को समझने के लिए निःशुल्क अनुवाद सेवाएं चाहिए, तो (919) 852-3303 पर कॉल करें

학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919)852-3303

Nếu quý vị cần sự thông dịch miễn phí để hiểu phương pháp trường học, xin vui lòng gọi số điện thoại, 919-852-3303

如果您需要免费翻译服务来了解学校流程，请致电 (919) 852-3303

Healthy Brains, Healthy Bodies Updates



Physical Education- Mr. Eller

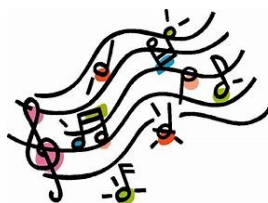
- Jump Rope for Heart Update: Since schools were closed the AHA had no choice but to hold onto the remainder of student's thank you gifts. Currently they are aware of the issue and waiting for schools to reopen before shipping things.
- Supply List for success in Physical Education (these supplies are for use at home):
 - ◇ Sneakers-comfortable athletic footwear that will support movement.
 - ◇ Jump Rope-usually a 6 or 7 foot jump rope. I recommend a segmented (plastic sections).
 - ◇ Basketball-we use an intermediate ball at school (size 6).
 - ◇ Soccer Ball-We use a size 5 at school because we can get that size VERY cheap but I would recommend a size 3 or 4.
 - ◇ Throw/Catch Objects-baseball size ball-approx. 9 inches (tennis ball, yarn ball, paper ball, plastic ball, etc.), softball size ball-approx. 12 inches (yarn ball, rubber ball, etc.) foxtail, small football, frisbee, baseball glove, Velcro ball game, playground ball, etc.
 - ◇ Striking implements (short and long handled): balloons, beach ball, bat, paddle, racket, golf club, etc.
 - ◇ Exercise equipment: Yoga Mat, resistance equipment: tubing with handles/dumbbells/kettlebells/medicine ball, slam ball, push up stands, ab wheel, etc.

Spend time this summer learning to ride a bike, going for long walks with your family and practicing using materials from your supply list. It is recommended that children receive 60 minutes or more of physical activity daily. Start getting into the habit over the summer. See you in the Fall!

Art and Music Updates

Notes from Music - Mr. Pestana

The end of the school year is already here and there is much learning to talk about.



The students have engaged with music in google classroom by being music performers and creators. They have learned about musical concepts, used musical language, engaged in composition activities, and shared their ideas about musical works. I am proud of all the hard work the students have done this year and look forward to more musical experiences next year!

I encourage you all to continue performing music, responding to music, and connecting to music during the summer. Find ways to stay involved with music:

- Sing along to your favorite songs
- Choreograph your favorite music
- Listen to music and talk about it
- Use the skills you have learned and continue composing music
- Above all, enjoy music!

Have a great summer!
Mr. Pestana

Visual Arts - Mrs. Smith



The IB philosophy is very supportive of the arts as it encourages students to think creatively, ask questions, and make connections. The four components of the art program: **art production, art history, art criticism, and aesthetics**; complement the IB philosophy.

I have viewed a positive development of creativity through our Google Classroom Assignments in **ART**. We have explored Cave Paintings, Portraits, Totem Poles, Sculpture, Origami, Mandalas, Graphic design, Drawing, Chalk Art, Pop Art, Digital Art, Abstract Art and much much more. I have also seen a willingness to learn and practice **ART** despite not being face to face. Thank you for your enthusiastic attitudes during our ARTTALK sessions on Google Meet. I look forward to working with all of you in the fall.

Happy Creating!

Some ideas for **Artistic Goals** over the summer :

- Continue to improve your ability to talk about and write about pieces of art using your vocabulary and knowledge of art.
- Practice your personal growth in a specific technique using materials you have at home.
- Use [Mrs. Smith's Virtual Art Classroom](#) to explore more lessons and experiences in Art.

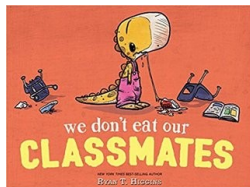


A Page from the Inquiry Center....

ANNOUNCING ... [Summer Reading Challenge!](#)



This summer students will have the opportunity to read and record book titles and minutes read in an attempt to earn reading charms. For each 600 minutes recorded, students will be able to choose a charm for their "new" 2020-21 Reading Keychain. Please use this link to access the [Summer Reading Form](#).



NCCBA ... During our remote learning, the Kindergarten, First and Second grade classes voted for this year's North Carolina Children's Book Award (NCCBA). Our school favorite was We Don't Eat Our Classmates (Ryan T. Higgins) followed by Potato Pants (Laurie Keller). The winning title for the state of North Carolina has not been announced - yet!



March Book Madness ... The Third, Fourth, and Fifth graders voted in the Tournament of Books and our 2020 book champion is Front Desk (Kelly Yang). Congratulations to our bracket winners -- Connor W. from Ms. Lemak's class, Chelsea D. from Ms. Packer's class, and Keira N. from Ms. Ramos' class.



Read Around the World ... Although we had to go to remote learning (very quickly) we are still continuing the Read Around the World Reading program. If your student completes a reading log and wants the next one... send an email and Mrs. Grice (egrice@wcpss.net) will forward you the next continent. Keep reading ... There are currently two students who have completed the trip around the world!

World Languages Updates

Chinese/Mandarin How time flies!! It is already towards the end of the academic year! I hope you have enjoyed weekly lessons on Google classroom so far. I love seeing all your videos on Flipgrid!

Here are some free resources for you if you want to continue to learn Chinese/Mandarin in summer.

- [Yoyo Chinese](#): you can learn Chinese/Mandarin for free from tons of her videos online her website or on Youtube
- [Learn Chinese through Stories](#)
- [Little Fox Chinese](#)
- [Li Ziqi](#) Youtube videos—fantastic videos to know Chinese food and Chinese culture

Happy summer and I can't wait to see you next academic year!

Español



Mrs. Gravino [@GravinoFWES](#)



Ms. Radichi [@ERadichi](#)

¡Hola! What a great year it has been both in the physical and in the virtual classroom! We have all faced the challenges of distance learning and are now more knowledgeable as we grew as communicators in the Spanish lan-

guage.

Some of our favorite learning experiences during the school year were:

- Being inquirers about Spanish-Speaking countries, their cultures, and their language.
- Being communicators as we engaged in learning another language, sharing, and talking to others in the target language.
- Collaborating with our classmates in making creative projects based on the topics learned.
- Being engaged and open-minded during remote learning times.
- Being creative in a variety of ways to communicate what we learned in Google Classroom.

During this summer, we invite you to keep learning about the Spanish language and culture. If you have time, here are some ideas:

Learn a new word each day. Write it on a calendar. We'll share and tell when we get back!

- Learn one of your favorite songs this year. Practice and memorize it. We'd love to hear it when we get back!
- Read Spanish books. If local libraries open, look for an easy or intermediate reader. Share them with a family member!
- Explore some of the activities we created for you and you might have missed in Google classroom. There is always time to catch up!

We hope you have a wonderful time with your family. We can't wait to see you again in the fall! *¡Feliz verano!*

FWES Team Updates

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The Counseling Corner



Thank you so much to those of you that participated in our Virtual Career Day. If you'd still like to check it out; the link is [HERE](#).

If you'd like to learn more about what our counselors can offer you and your child; please feel free to visit [Ms. Thakur's Virtual Counseling Office](#) AND our Google Classroom for activities and lessons.

The Gifted Gazette with Mrs. Rowe, AIG Teacher



It has been wonderful to continue the Villa 1 inquiry with fourth and fifth grade AIG students online, and a pleasure to begin the investigation odyssey with the third grade students new to the program this spring! Students have been challenged to find many ways to make decisions and solve problems through our oogle meets and their google classroom, including asking "what if . . . ?" and "how can I . . . ?" questions, digging into topics, selecting complex solutions to problems (not the easiest way!) and trying multiple strategies in order to achieve success with their digital assignments. They continue to hone their 21st century skills: communication, collaboration, critical thinking, and creativity.

- As lifelong learners, we can *all continue to develop our creative thinking skills.*

- Elaboration - "I like to add details to my ideas. I'm not satisfied with a bare bones solution. I know the easy way is not always the best way!"
- Originality - "I like to try out novel and unique ideas."

Here are some great [summer bingo boards](#) to stretch your child's imagination and

creative thinking skills. Most use supplies readily available in the home. I hope your child and family can collaborate on some indoor and outdoor "out of the box" inquiry activities this summer. Check out additional resources at [fwesaig.weebly.com](#) Enjoy!

ESL and Reading Intervention

We have missed seeing all your smiles everyday so much! We are so proud of you for the dedication to remote learning. We have loved seeing your faces on Google Meets! We know you tried your best.



Here are a few things you could do over the summer to keep your skills sharp.

- Read at least 20 minutes everyday - make sure it is something you love to read about!
- Share what you're reading on the Flipgrid on our Google Classrooms--just tell us about it OR read your favorite part!
- Find words all around you - directions for making the mac n cheese, how to play a game, or even road and restaurant signs!
- Write a letter to a friend, family member, or teacher. (We would love to hear from you.)
- Don't forget to check out our Google Classrooms for extensions, summer activities, and reading charts to continue to "train your brain".



We can't wait to see you all in our classes in the fall! Have a great summer!

The Buzz on Summer Slide ~ Elizabeth Plotkin, IF

Summer slide is a real thing, but we've got some tools to help you avoid it! The concept of summer slide was introduced in the mid 1990s when researchers began analyzing the learning loss that occurred while students were out of school between grade levels. A 2019 Scholastic Parents article by Ashley Austrew indicates researchers currently believe students can lose up to 20% of the skills they have acquired during the academic year. Researchers also found this statistic is most relevant to students in primary or elementary grades due to the types of skills they are learning. In this article, Austrew offers 4 ideas to reduce summer slide. She recommends, let kids read what they want, make time for smart play, get out of the house, and use your imagination. I agree with her ideas and these connect very well to our IB program and learning focus at FWES! To help you personalize these ideas to FWES ideas and resources are listed in the following Chart:



Choose their Reading: Learner Agency	Smart Play: Be an Inquirer	Leave the House: Be Balanced	Imagine: Use the 4Cs
Big Universe Raz-Kids *fiction & non-fiction Letterland Scholastic Teacher Read Alouds Kids Magazines Nat Geo for Kids	Dreambox Virtual Field Trips Build with Legos Keep a Journal Work a family puzzle Solve a breakout box or digital breakout	Natural Walks Bike Rides Virtual Field Day Plant a garden Visit a lake Bird watch	Write a short story or book Paint a picture or decorate rocks Make a stop motion video

There are numerous ways to connect content standards in reading, writing, math, science and social studies to all of the ideas listed below. The biggest goal is to stay connected to learning! Read everyday, talk to one another and ask questions. Hour to hour routines, worksheets and flashcards might sound inviting because they offer structure, but preventing summer slide must also engage the learner with voice, choice and ownership. Ask your child to make a list of topics they are curious about or adventure they would like to take. Post the list in your home and mark off topics or adventures as you do them. Student voice increases engagement and a little learning everyday goes a long way!

Farmington Woods IB/PYP Magnet Elementary PTA

<https://sites.google.com/fwespta.org/home>



FWES Families,

What a year the 2019-2020 school year has been! A year that started with so much excitement and hope. We kicked the year off with a **Picnic on the Playground** to give everyone a chance for one last summer playdate before school started. We followed that with familiar things like **Jellybeans Skate Night**, the **Fun Run**, **Fall Book Fair**, **Cultural Arts performances**, **Movie Night**, and so much more. We also tried new things like the start of the **Cafeteria Angel Fund** and the **Pajama Jam**, where there was not enough Hot Chocolate in all of Wake County to satisfy our kids! And we saw the completion of the outdoor classroom in the courtyard.

You volunteered your time and help with **Hook A Book**, **Picture Day**, **Book Fair**, the **Chili Cook Off** for the staff, and in the classrooms.

And then it was March 13, 2020...Friday the 13th! This was supposed to be the day of the World Dance. This was also the last day that our children saw the inside of a classroom at Farmington Woods. But what I hope they remember from that day is the **popsicle dance party** that afternoon. And since that day, everything that was familiar and normal became very unfamiliar and unusual.

We have watched our students struggle and succeed at remote learning. We have adapted what a school day looks like and how it fits into OUR lives. Our busy calendars of soccer games, swim team practice, Girl Scouts, and more became replaced with Google class meets, small group meets, virtual playdates and practices, and more apps and sign ins for our kids than we have as adults! We have tried to support one another through **Virtual Spirit Week** and **Friday Connections**, **Virtual Field Day**, and end of the year celebrations.

We also watched the FWES staff from Mrs. Pierce and the administration to the support staff of Child Nutrition and Custodians to the teachers and instructional assistants, push beyond anything they ever imagined they would be doing in a career in education. And doing it WELL! We all tried to show them gratitude for something when there just simply aren't enough words to say thank you.

And now we look forward. What will the 2020-2021 school year look like? For some it will be a new school. For others it will be school for the first time. And for even more a return to the FWES we all know and love. For your PTA, we will be making two plans...one for school as usual and one for whatever other options come our way. We want to continue the programs and events our community has come to rely on and we would like to try some new ones. We would like to continue the support of our school, staff, students, and families in the same manner that the Farmington Woods PTA has done for years. And next year, maybe more than ever, our voices will be stronger together. We will be holding elections in the fall and looking for volunteers to fill various roles. We will be looking for new leaders and new ideas and new voices. Our PTA should represent our school.

So until we can all be together again, enjoy the long summer days. Enjoy the hugs and laughter. Enjoy each and every sunset you share with loved ones. And know that you are enough and together, we can and are doing hard things.

Thank you for your time, your support, and your encouragement!

Sincerely,
Stevie Martino
PTA President
President@FWESPTA.org

Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write

about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.



Caption describing picture or graphic.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the

business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

"To catch the reader's attention, place an interesting sentence or quote from the story here."

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your

newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.



Caption describing picture or graphic.