

**APPENDIX: General Forms (Weekly Schedule)**

**WEEKLY SCHEDULE**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Early morning routine</b>							
<b>Chores</b>							
<b>Morning Activities</b>							
<b>Paperwork</b>							
<b>Group Work</b>							
<b>Weekly Subjects</b>							
<b>P.E.</b>							
<b>Afternoon Activities</b>							
<b>Mom's Chores</b>							
<b>Evening Activities</b>							









**APPENDIX: General Forms (Field Trip Ideas & Plans)**

**PLANNING FIELD TRIPS FORM**

<b>Location</b>	<b>Contact Person/Phone/Web Site</b>	<b>Hours and Details*</b>	<b>Who's coming? Names/Total</b>	<b>Date</b>

\*Lunch?

Young Children?

Parking Location and Fee?

Admission Fee?

**Appendix: Homeschool Forms (Completed Field Trips)**

**COMPLETED FIELD TRIPS**

Family Name: \_\_\_\_\_

School Year: \_\_\_\_\_

<b>Name &amp; Location</b>	<b>Date &amp; Time</b>	<b>Details &amp; Notes</b>

**WEEKLY HOMEWORK CHECKLIST**

**Monday**

<b>Assignment &amp; Notes</b>	<b>Date Due</b>	<b>Completed</b>
_____ _____	_____ _____	Teacher Only: <input type="checkbox"/> _____
_____ _____	_____ _____	Teacher Only: <input type="checkbox"/> _____

**Tuesday**

<b>Assignment &amp; Notes</b>	<b>Date Due</b>	<b>Completed</b>
_____ _____	_____ _____	Teacher Only: <input type="checkbox"/> _____
_____ _____	_____ _____	Teacher Only: <input type="checkbox"/> _____

**Wednesday**

<b>Assignment &amp; Notes</b>	<b>Date Due</b>	<b>Completed</b>
_____ _____	_____ _____	Teacher Only: <input type="checkbox"/> _____
_____ _____	_____ _____	Teacher Only: <input type="checkbox"/> _____

**Appendix: Homeschool Forms (Weekly Homework Checklist)**

**Thursday**

<b>Assignment &amp; Notes</b>	<b>Date Due</b>	<b>Completed</b>
_____ _____	_____ _____	Teacher Only: <input type="checkbox"/> _____
_____ _____	_____ _____	Teacher Only: <input type="checkbox"/> _____

**Friday**

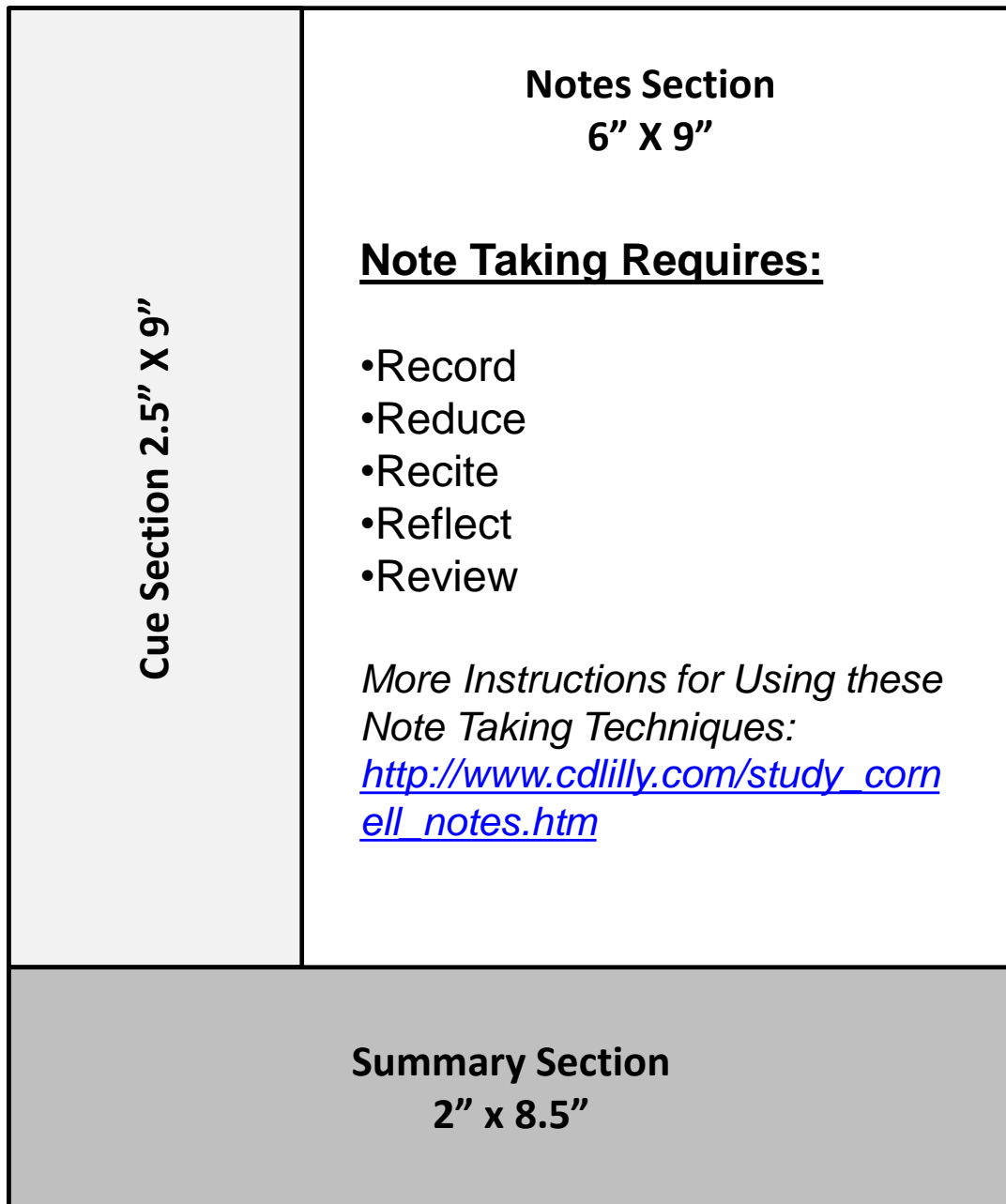
<b>Assignment &amp; Notes</b>	<b>Date Due</b>	<b>Completed</b>
_____ _____	_____ _____	Teacher Only: <input type="checkbox"/> _____
_____ _____	_____ _____	Teacher Only: <input type="checkbox"/> _____

**Weekend**

<b>Assignment &amp; Notes</b>	<b>Date Due</b>	<b>Completed</b>
_____ _____	_____ _____	Teacher Only: <input type="checkbox"/> _____
_____ _____	_____ _____	Teacher Only: <input type="checkbox"/> _____
_____ _____	_____ _____	Teacher Only: <input type="checkbox"/> _____



**CORNELL NOTES**



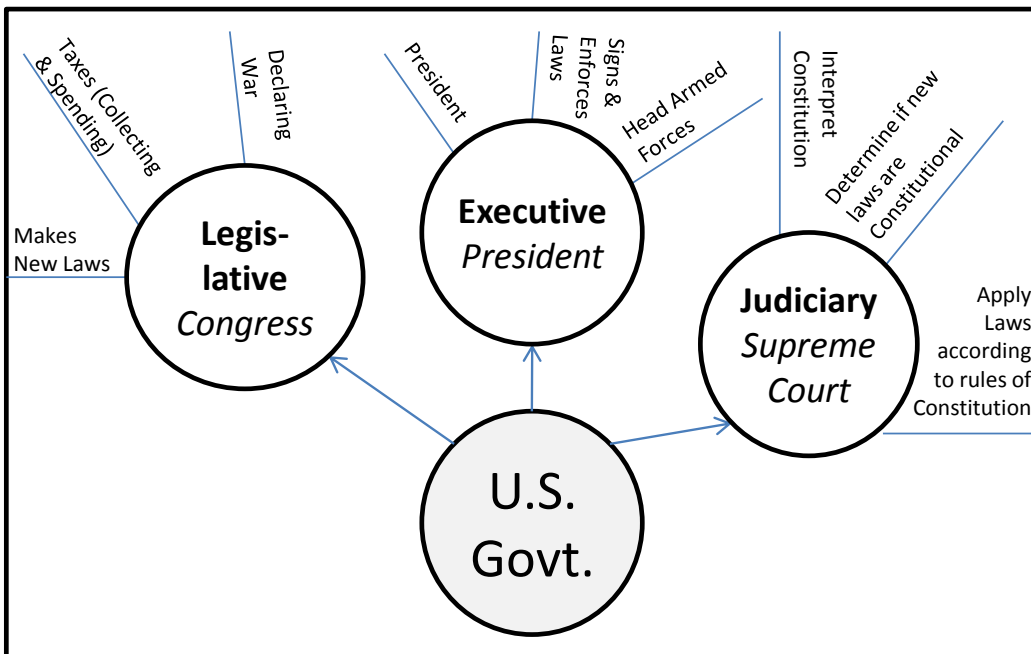
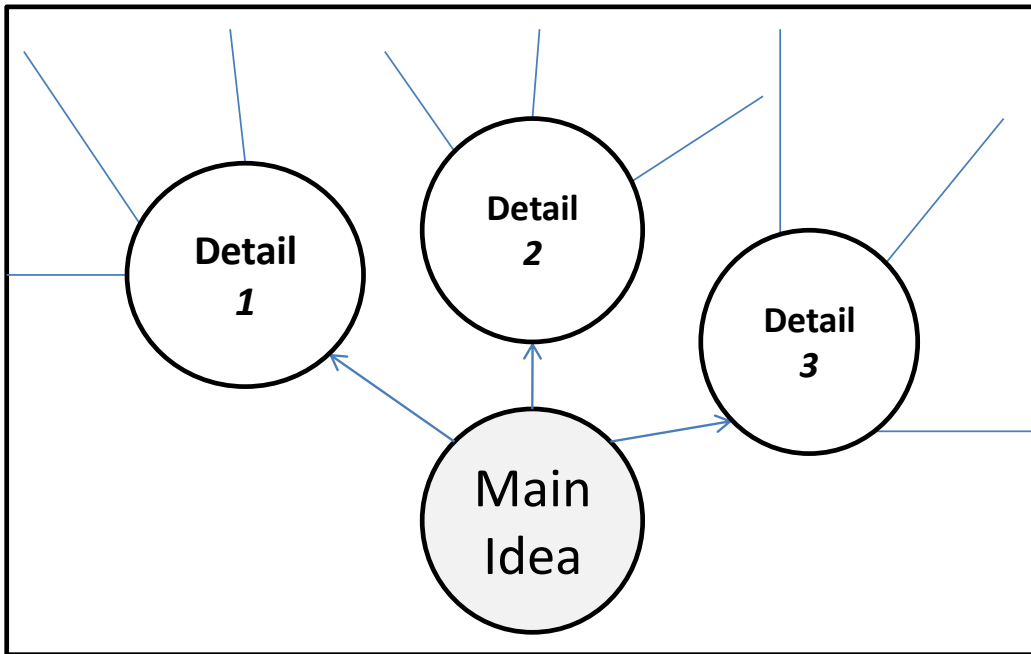
*For a great description of how to use Cornell Notes:*

[http://lsc.sas.cornell.edu/Sidebars/Study\\_Skills\\_Resources/cornellsystem.pdf](http://lsc.sas.cornell.edu/Sidebars/Study_Skills_Resources/cornellsystem.pdf)

*Clear Example of Cornell Notes:*

[http://www.bellmore-merrick.k12.ny.us/calhoun/departments/cornell\\_notes\\_example\[1\].gif](http://www.bellmore-merrick.k12.ny.us/calhoun/departments/cornell_notes_example[1].gif)

**WEBBING OR MIND-MAPPING**



Description of Mindmapping (as example) here:  
<http://dotank.nyls.edu/students/mcuttler04/Mindmapping.pdf>

## 6+1 WRITING TRAITS

### IDEAS

- Meaning, theme and development are clear.
- Topic is engaging.
- Main Idea & Details are obvious.
- Subject is broad enough for lots of details, narrow enough not to be confusing.
- All ideas from other sources are properly credited.

### ORGANIZATION

- Paragraphs are unmistakably organized with thesis, details, closing.
- Organization fits the type of writing.  
*Examples: Expository writing presents clear facts upfront; whereas Persuasive writing leaves clearest evidence for last. Poetry is written with correct form (syllables, rhyme, pentameter, etc.)*
- Transitions provide smooth flow between sentences and paragraphs.



### VOICE

- Writing is lively and engaging with personality and heart.
- It's unique.
- The audience's question "Why should I care" is answered with style.
- Audience is a key consideration with creative writing forms utilized to engage audience.

### WORD CHOICE

- Tone and meaning are conveyed suitably.
- Word choice demonstrates outstanding vocabulary:
  - active verbs
  - precise nouns
  - vibrant modifiers
- Homonyms & homophones are used appropriately.



### FLUENCY

- The flow of writing is smooth.
- The rhythm of writing has a pleasant cadence.
- The writing "reads" well – it is clear, simple and uncomplicated when read aloud.
- Sentences vary in length & type – simple, compound, complex sentences utilized.

### CONVENTIONS

- Mechanically sound writing.
- Grammar, punctuation, capitalization, spelling, and usage correct.
- Mechanics to do not distract from the real message and meaning of the writing.
- Proof, proof, proof.



### PRESENTATION

#### The final piece includes:

- Correct form (Manuscript format if required, visual components if required, Organizational format correct for both audience and type of writing).
- All sources are cited (in MLA or other required citation method).
- Plagiarism avoided at all cost.

## THE WRITING PROCESS

### Brain- storming

- What is your topic?
- Have you a narrow enough topic to write concisely and broad enough to find information?
- Where can you find resources for my topic?
- How can you make my topic interesting?

### Prewriting

- How will your audience and purpose effect your writing: Who and Why?
- Gather and record source information (MLA suggested) on computer or note cards.
- Take Notes (Cornell, Mind Mapping, Outlining, etc.)

### Drafting

- Organize your data into sentences, then paragraphs.
- Incorporate 6+1 Writing Traits: Ideas, Organization, Voice, Sentence Fluency, Conventions & Word Choice.

### Revising

- Proof several times (preferably at a different time than you drafted).
- Use writing checklists to check your writing for each of the Traits.
- Pay special attention to conventions (capitalization, grammar, punctuation & usage).

### Editing

- Involve others (if possible) in proofing.
- Use the Traits to double check any areas that are predictable problem areas for you.
- Spice it up with suspense (narrative) questions (persuasive) or cool facts (expository).

### Publishing

- Check manuscript form. Did you add name, date and page #'s where required?
- Did you add visual elements (if necessary)?
- Have you practiced reading aloud if it's a speech? Checked visual elements for a presentation?



