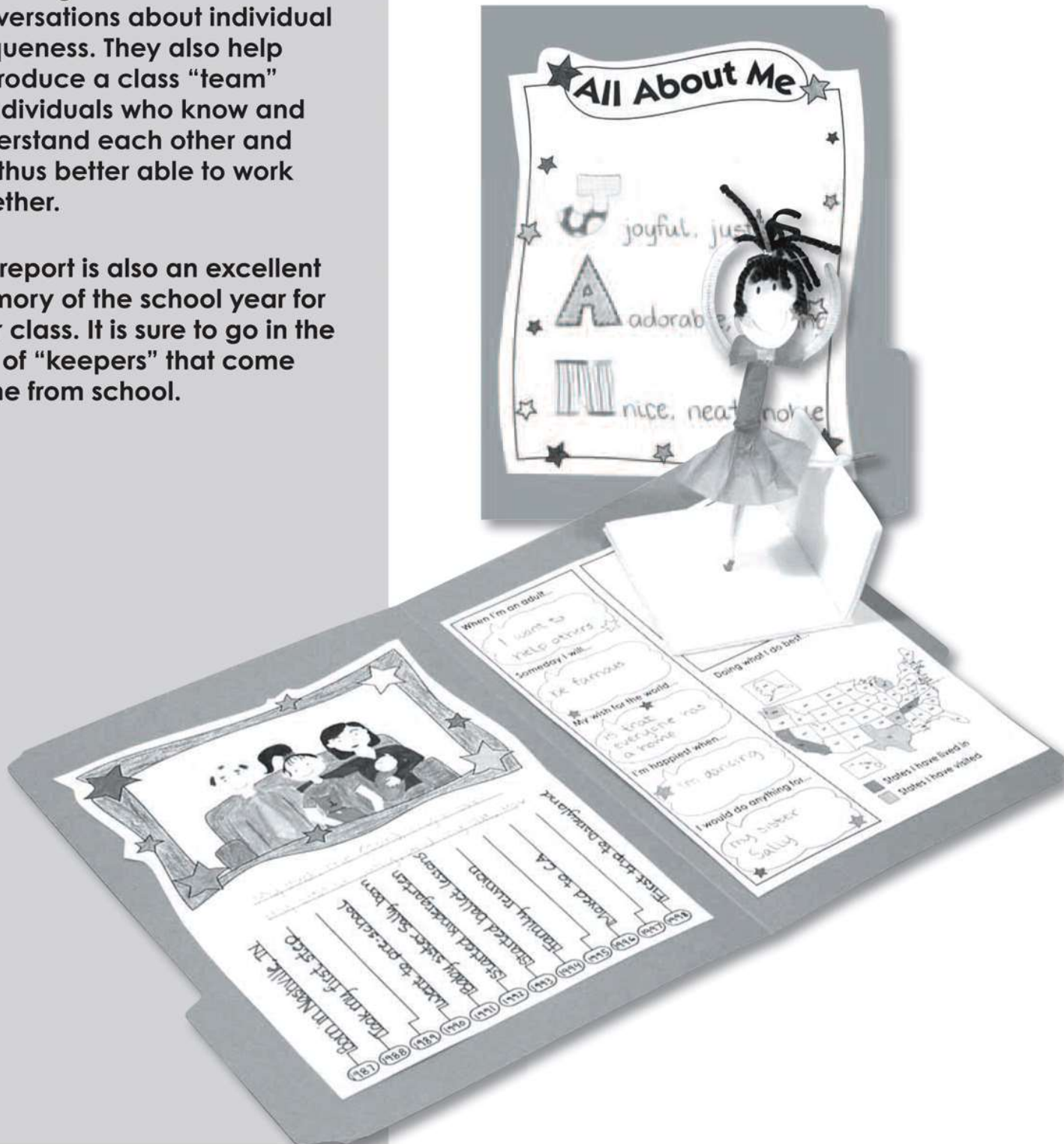


What better way to begin the school year! This report gives all students a chance to express themselves and to let others know their special qualities. The finished projects generate classroom conversations about individual uniqueness. They also help to produce a class "team" of individuals who know and understand each other and are thus better able to work together.

This report is also an excellent memory of the school year for your class. It is sure to go in the box of "keepers" that come home from school.

All About Me



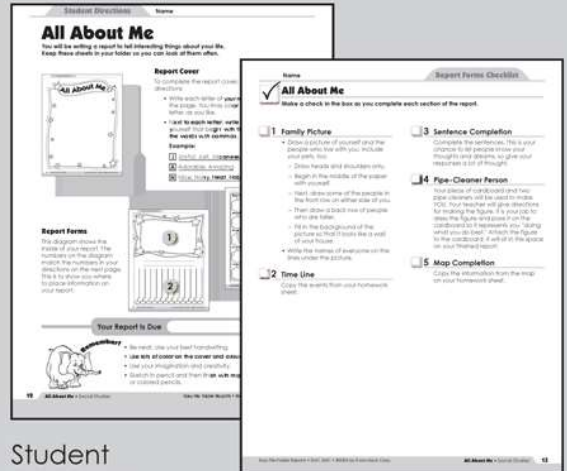
Decide when to assign the homework sheet (page 17). The homework sheet must be completed and returned to school before you can proceed.

Before Assigning the Report

1. Prepare the following materials for each student:
 - student direction sheets on pages 12 and 13
 - report reproducibles on pages 14–16
 - homework reproducible on page 17
 - for the pipe-cleaner person:
 - 4" (10 cm) square piece of cardboard
 - 2 pipe cleaners
 - a variety of materials to dress and finish the pipe-cleaner person (see page 4)
2. Check each student's homework sheet for completeness before beginning the report.

Completing the Report

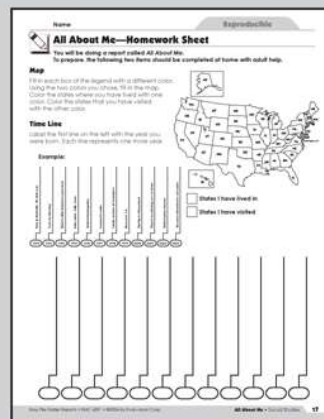
1. Distribute materials to students.
2. Introduce the report following the guidelines and suggestions on page 2.
3. Guide students step by step to make the pipe-cleaner person (see page 4).
4. Follow the guidelines on page 3 for assisting students as they work on and complete the report.



Student Directions



Report Reproducibles



Homework Reproducible

All About Me

You will be writing a report to tell interesting things about your life. Keep these sheets in your folder so you can look at them often.



Report Cover

To complete the report cover, follow these directions:

- Write each letter of your name vertically on the page. You may color or decorate each letter, as you like.
- Next to each letter, write words describing yourself that begin with that letter. Separate the words with commas. Capitalize them all.

Example:

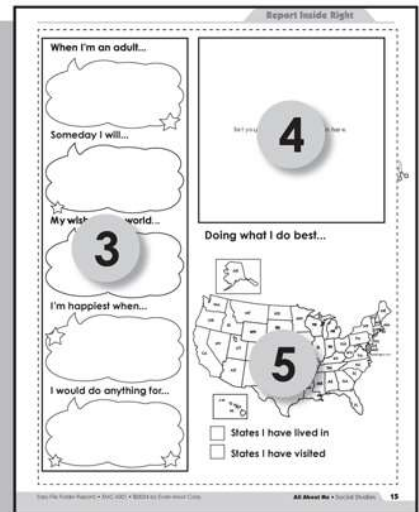
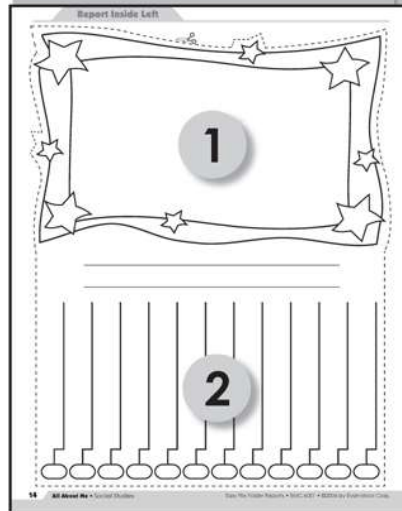
J Joyful, Just, Japanese

A Adorable, Amazing

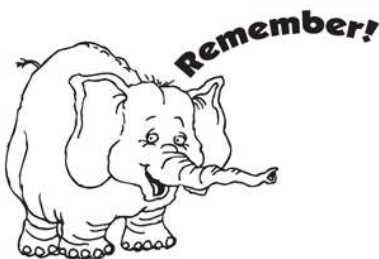
N Nice, Noisy, Neat, Noble

Report Forms

This diagram shows the inside of your report. The numbers on the diagram match the numbers in your directions on the next page. This is to show you where to place information on your report.



Your Report Is Due



- Be neat. Use your best handwriting.
- Use lots of color on the cover and around the borders.
- Use your imagination and creativity.
- Sketch in pencil and then finish with markers, crayons, or colored pencils.



All About Me

Make a check in the box as you complete each section of the report.

1 Family Picture

- Draw a picture of yourself and the people who live with you. Include your pets, too.
 - Draw heads and shoulders only.
 - Begin in the middle of the paper with yourself.
 - Next, draw some of the people in the front row on either side of you.
 - Then draw a back row of people who are taller.
 - Fill in the background of the picture so that it looks like a wall of your house.
- Write the names of everyone on the lines under the picture.

2 Time Line

Copy the events from your homework sheet.

3 Sentence Completion

Complete the sentences. This is your chance to let people know your thoughts and dreams, so give your responses a lot of thought.

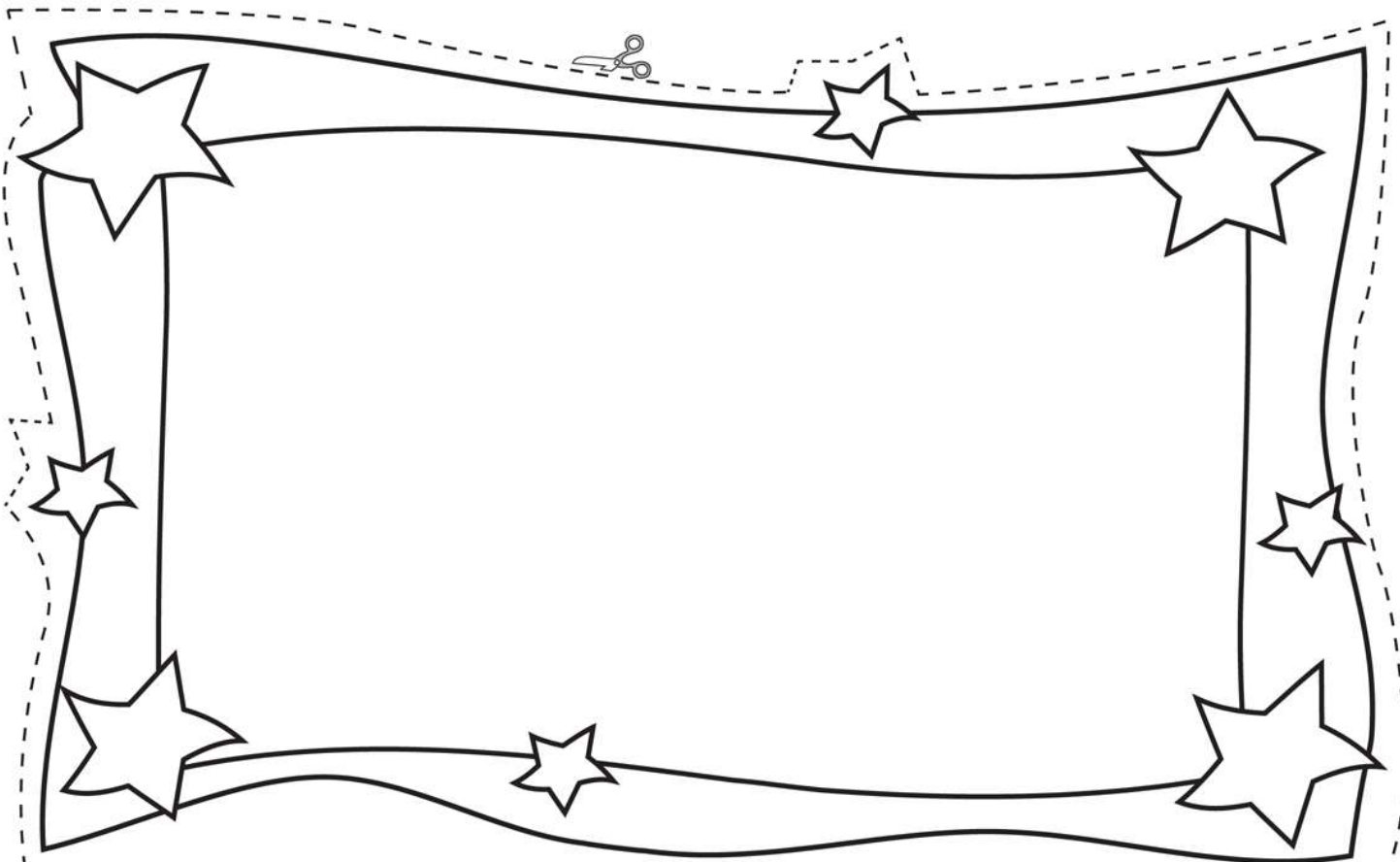
4 Pipe-Cleaner Person

Your piece of cardboard and two pipe cleaners will be used to make YOU. Your teacher will give directions for making the figure. It is your job to dress the figure and pose it on the cardboard so it represents you "doing what you do best." Attach the figure to the cardboard; it will sit in this space on your finished report.

5 Map Completion

Copy the information from the map on your homework sheet.

Report Inside Left



--	--	--	--	--	--	--	--	--	--	--	--

When I'm an adult...

Large cloud-shaped writing area with a star in the bottom right corner.

Someday I will...

Large cloud-shaped writing area with a star in the bottom left corner.

My wish for the world...

Large cloud-shaped writing area with a star in the top center.

I'm happiest when...

Large cloud-shaped writing area with a star in the top left corner.

I would do anything for...

Large cloud-shaped writing area with stars in the bottom left and bottom right corners.

Set your pipe-cleaner person here.



Doing what I do best...



States I have lived in

States I have visited

All About Me



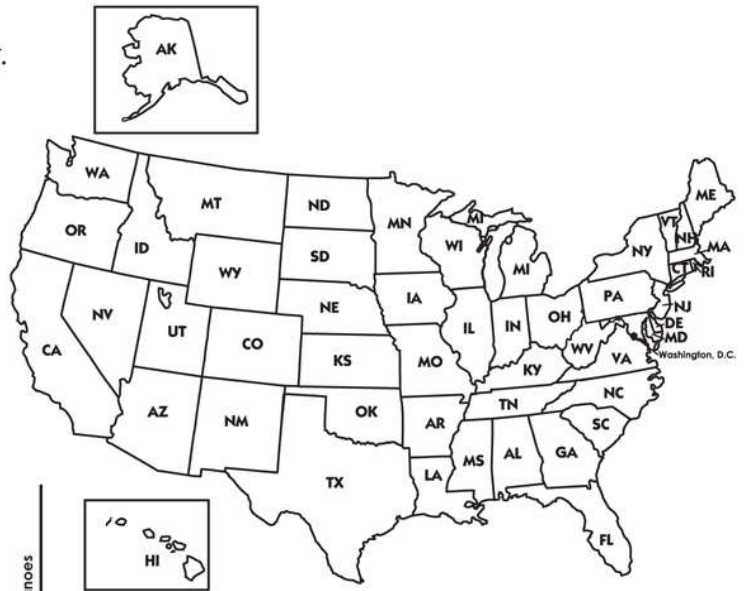


All About Me—Homework Sheet

You will be doing a report called *All About Me*.
Please ask your parents to help you fill out this information.

Map

Fill in each box of the legend with a different color.
Using the two colors you chose, fill in the map.
Color the states where you have lived with one color.
Color the states that you have visited with the other color.



- States I have lived in
- States I have visited

Time Line

Label the first line on the left with the year you were born. Each line represents one more year.

Example:

Born in Nashville, TN, 8:03 a.m.	Took my first step	Went to Miss Barbara's preschool	Baby sister, Sally, born	Started kindergarten	Learned to swim	Family reunion at Grandpa's	Moved to CA	First trip to Disneyland	Played on winning soccer team	Started piano lessons	Became interested in volcanoes
1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003

Helpful Hints for Successful Reports

Materials

- All reports fit into a letter-size file folder. Gather used file folders from the school office; ask friends and family who work in the business world to recycle their old file folders through you. In lieu of file folders, 12" x 18" (30.5 x 46 cm) sheets of construction paper may be used.
- A number of reports use a piece of cardboard as the base for holding the 3-D visual. Save sturdy boxes that can be cut up for this purpose.
- A classroom craft box full of material scraps, straws, toothpicks, raffia, yarn, glitter, paint, and all sorts of fun add-ons can make the 3-D stand-up displays extra special.
- Common classroom supplies such as glue, scissors, crayons, etc., are **not** listed for each project.

Assigning the Reports

All reports will be individualized. A list of topic ideas for most themes appears at the end of each report section.

You may assign the report in several ways:

- let students choose their topics
- you assign each topic
- have students pick a topic out of a hat
- assign reports alphabetically

Introducing the Reports

- Explain the report theme to students and provide background information that may motivate student writing.
- Discuss each step of the student directions with your students, modeling where appropriate. Assess understanding of each section before going on. Explain that the box in front of each step is for them to check off each completed step.
- Make overhead transparencies of the reproducible forms for each report. Display them on the screen as you go over the directions, pointing to each section as it is explained.
- Have students fill in the date by which the report is to be completed.
- Depending on the language skills of your class, you may wish to make a list of words that might be needed in writing about the topic.
- With younger or less skilled groups, you may want to introduce and complete one section of the report at a time.



Working on the Reports

- Provide a variety of resources for student research—nonfiction library books, bookmarked Internet sites, etc. Utilize the expertise of your school librarian if you are fortunate to have one.
- Set aside adequate classroom time to work on the reports so you can monitor student progress and pull small groups who need specific assistance.
- The final copy of most of the reports should be completed on unlined paper. To help students write neatly and in a straight line, make up a class set of lined templates:
 - Take one sheet of ruled paper (the kind students use every day).
 - Trace over each line using a ruler and a fine-tipped black marker.
 - Photocopy a class set.
 - Laminate.

Students paper-clip blank paper on top of the template. The lines show through to guide their writing.

- Help students proofread their reports before completing a final copy. A proofreading checklist is provided on page 238. If you wish, this checklist may be mounted on construction paper and laminated for permanency.
- Some reports require students to list resources used in a bibliography. On page 239, you will find a chart showing how to write bibliographic entries for several types of resources. Reproduce this guide for each student or laminate and post for student reference.



Completing and Displaying the Report

- Glue the completed report cover to the outside of the folder.
- For reports that have minibooks, staple the pages to the report form.
- Glue reproducibles in place inside the folder.
- Display the report opened flat with the 3-D visual in its place.

A Word About Research Skills

The ability and experience level of your class will determine how much teaching or reviewing of research skills is needed. These reports will be more successful if your class has practiced research strategies, note-taking skills, and bibliography entries.

Do not expect students to be able to locate and synthesize information without repeated instruction and practice. If your students are new to research and reporting skills, we suggest doing several file folder reports as a class, with you modeling and guiding research strategies and note-taking using reference materials you have chosen.

3-D Visuals

Different types of 3-D visuals enhance the appeal of *Easy File Folder Reports*. Specific directions are provided here for pipe-cleaner people, stand-up visuals, and pop-up visuals.

Pipe-Cleaner People

These engaging visuals are easy to make and pose. Pipe-cleaner people may be dressed in construction paper, fabric, aluminum foil, doll clothes, or a combination of materials. The people may be dressed in class or completed at home. It's a good family project.

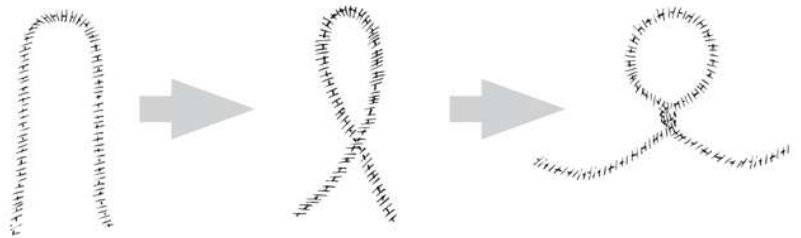
Pipe-cleaner people can be posed in any position, performing any feat—dancing, sitting, jumping, and even standing on their heads!

You will want to practice making a pipe-cleaner person yourself before guiding students through the process. Give directions one step at a time; don't go on to the next step until everyone is ready. Caution children not to bend the "people" too many times—they start to look "strange."

Depending on the age and ability of your group, you may want to make several finished samples yourself to provide completion ideas.

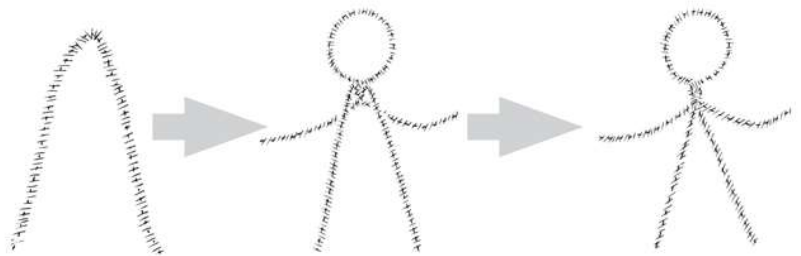
1

Use the first pipe cleaner to create the head and arms. Twist around to create the neck.



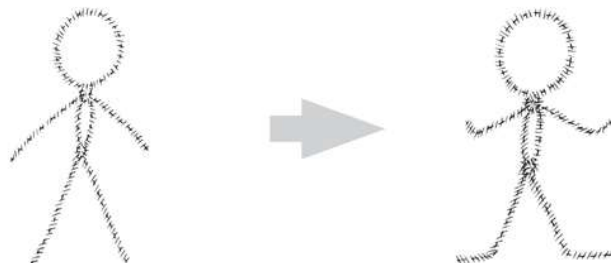
2

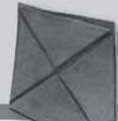
Use the second pipe cleaner to create the torso and legs. Wrap around the twisted part of the first pipe cleaner.



3

Twist the pipe cleaner to create the rest of the body shape. Twist at the waist; bend out the feet and hands.

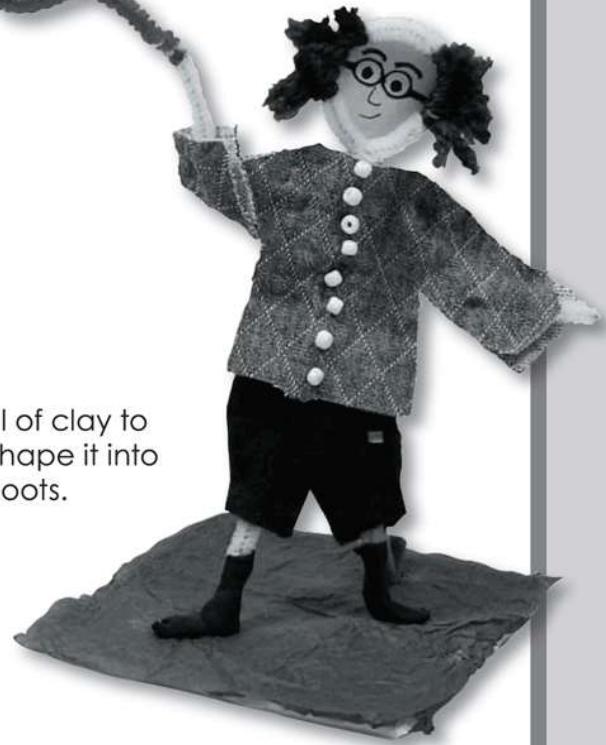




Use paper, fabric, and odds and ends to create the character.



Add a ball of clay to the feet. Shape it into shoes or boots.



Place glue on the bottom of each shoe and place on the cardboard. Balance it until it dries.

