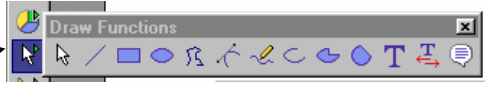


Act: 3W4		
Grade: 3	Strand: Writing	Concept: complete non-fiction report in Star Office 7 using text and drawings.
Description of Task:	<b>Non-Fiction Report</b> Students will use Star Office 7 to complete a non-fiction report. Students will state the main topic and list three facts they have learned. Using the draw function of Star Office 7, they will include drawings to enhance explanations.	
Expectations:	3e1• communicate ideas and information for specific purposes and to specific audiences (e.g., write a notice for a community newspaper advertising an upcoming school event); 3e5• produce pieces of writing using a variety of forms (e.g., simple research reports, letters, stories, poems); 3e6• use materials from other media (e.g., sketches) to enhance their writing; 3e7• revise and edit their work, using feedback from the teacher and their peers; 3e8• proofread and correct their final drafts; 3e22– introduce new words from their reading into their writing;	
Software Type:	Word Processing Star Office 7	
Computer Skills Prerequisite	Students must be able to: <ul style="list-style-type: none"> <li>▪ Select and open the program</li> <li>▪ Locate and open a template file</li> <li>▪ Use the mouse to click in text box</li> <li>▪ Enter text</li> <li>▪ Move dialogue box to different position on the page by clicking and dragging</li> <li>▪ Use draw functions</li> <li>▪ Print and save</li> </ul>	
Student Instructions: (for teacher)	<ol style="list-style-type: none"> <li>1. Open <b>Star Office Non-Fiction Template</b>.</li> <li>2. Complete statements by adding your own responses. Modify text colour, size, and style.</li> <li>3. To insert drawings using Star Office, go to View, Toolbars, Select Main Toolbar.</li> <li>4. Click on the pointer icon called "Show Draw Function" </li> <li>5. Click and drag dialogue box to separate the draw menu for simple use.</li> <li>6. Select each tool from the draw menu to complete your drawing. Don't forget to change the colour from the main menu.</li> <li>7. Text and callout images may be added to your drawings.</li> <li>8. Print and save.</li> <li>9. See toolbox for a manual on the draw symbols above</li> </ol>	
Teacher Notes:	Download Star Office 7. Follow Student Instructions.	
	Related offline activities: Many integration opportunities with other subject areas, e.g., Science, Social Studies, Religion. Activity Template File: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Student Instruction BLM: Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	
Assessment:	Does the student prepare a non-fiction report? Do drawings support the text and enhance report? (Curriculum) Does the student include text and related drawings in a non-fiction report using Star Office 7? (Technology)	