



## Intro to Office Tech

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

Date: \_\_\_\_\_

**Read the handout *Essay Writing Format*. Write an essay of at least five paragraphs. Use the prescribed essay format and the provided *First Essay* topic.**

1. Use Open Office Writer (Linux) to type the assignment.
2. Email the assignment as an attachment in (.RTF format) to: markp@careertech.us
3. Prepare to incorporate the finished essay into your newsletter.

**Take various digital photos : one of yourself, two pictures that relate to your essay, and one of a local business. Sign out digital camera, batteries, and memory stick.**

1. Transfer the photos from the camera to a card reader on the staff workstation (running windows 2000).
2. Create a named folder for your data.
3. Transfer the folder to your Linux desktop using FTP via Internet Explorer.

**Create a newsletter using Open Office Draw (Linux) containing:**

1. At least 4 graphics (your photos) to support your writing.
2. At least 4 columns or text boxes of writing.
3. Place 4 articles in the boxes: something about yourself, an additional 2 articles of your choice (essay), and detailed directions to a local business.
4. Print out your multi-page newsletter and turn it in to the English teacher.

**Email a copy of your newsletter to: markp@careertech.us**

1. Export your newsletter as a .PDF (Adobe Acrobat Reader) file from Open Office Draw. The PDF export function is under the 'file' menu. Then attach the .PDF file to an email and send to the above email address.

**Burn a copy of your newsletter to a CD-RW disk.**

1. Use local burning software to burn the disk. This disk is to be used as a portfolio for the duration of your stay at Career Tech. Please get a blank CDRW disk from Susan and turn it in to Susan (for your portfolio file) after each use.

**Scan this checklist into a windows workstation:**

1. Place it on the appropriate server in your directory. Show staff the completed checklist from your computer (or attach to email to staff).

Staff Sign-off for Computer Science credit: \_\_\_\_\_

# ESSAY WRITING FORMAT

Use the essay writing format to lead the reader through what you have to say so they may fully follow and understand what you say. An essay has three parts: introduction, body, and conclusion.

## INTRODUCTORY PARAGRAPH TELLS THE READER WHAT YOU'LL TELL 'EM

The introductory paragraph tells the reader what the paper is all about and only what the essay will be about. The topic (subject or thesis statement) is stated in the first sentence. The rest of the introduction tells the reader what generally will be said about the topic in the body paragraphs.

## BODY PARAGRAPHS TELLS THE READER WHAT YOU TOLD 'EM YOU'D TELL 'EM

Each body paragraph talks about a point about the topic that was stated in the introductory paragraph. What's said in the body paragraphs must only deal with what was introduced in the first paragraph of the essay. Each body paragraph has its own introduction, body, and conclusion.

## CONCLUDING PARAGRAPH TELLS THE READER WHAT YOU TOLD 'EM

The concluding paragraph sums up what you said in your essay. It's an echo of what was said in the body paragraphs. It lets the reader see that you are finished and leaves them something to remember. **NOTHING NEW IS ADDED IN THE CONCLUSION!!!**

## EXAMPLE

### INTRODUCTORY PARAGRAPH:

A black Lab named Hope, whom we took into our home, *brings joy into our lives*. She suffers from old age but loves to go on long walks, and is well trained.

### BODY PARAGRAPHS

Hope is about eleven years old. Arthritis in her back hips causes her pain when she stands up or climbs stairs. Even though she suffers from aches and pains, she is full of love.

Although her arthritis pains her, Hope enjoys going on long walks. She runs ahead with her nose to the ground following some critter's scent. If she gets too far ahead, she stops, looks back, and dances around as if to say, "Hurry up, you snails!" We delight in the pleasure she finds in long walks.

Even though we know little about her past, someone trained her well. She doesn't make messes or destroy the house. When she's after some varmint or checking out a strange dog, she comes when called. If there are cars on the road, she's at my side in an instant when I yell, "Heel!" Hope's being well trained makes it a joy to have her as a pet.

### CONCLUDING PARAGRAPH

Hope is a *wonderful addition to our lives*. We hate to see old age get the best of her, but we enjoy her love of long walks and her being so well behaved.

# FIRST ESSAY

Write an essay of at least five paragraphs in which you name three of your favorite movies or TV shows or books. Briefly tell what each is about and what makes each a favorite. Follow the *ESSAY WRITING FORMAT* and use the *ESSAY FORMAT OUTLINE* before you write your essay. As you write and proofread your work, think about how you will lead the reader smoothly through your words.

Be certain that what you say is clear and complete so that a general audience may understand everything that you say.

To help the reader understand what you say, use correct spelling, punctuation, and grammar. It's often not what you say but how you say it that makes the difference.

The best writing is not the first draft. It's the revisions that produce the best results.

Use Open Office Writer to type up the assignment. Include the essay in your newsletter.

## Example Introductory Paragraph

Three (books or TV shows or movies) are my favorites. \_\_\_\_\_, \_\_\_\_\_, and, \_\_\_\_\_ are the (books or TV shows or movies) I most enjoy.

# ESSAY WRITING OUTLINE

IT WILL HELP ORGANIZE YOUR IDEAS

Essay Topic: \_\_\_\_\_

## INTRODUCTORY PARAGRAPH

Topic Sentence: \_\_\_\_\_

Book or TV show or movie #1 \_\_\_\_\_

Book or TV show or movie #2 \_\_\_\_\_

Book or TV show or movie #3 \_\_\_\_\_

## BODY PARAGRAPH 1

Topic Sentence #1 \_\_\_\_\_

What it's all about \_\_\_\_\_

\_\_\_\_\_

Why is it a favorite? \_\_\_\_\_

\_\_\_\_\_

Concluding Sentence \_\_\_\_\_

## BODY PARAGRAPH 2

Topic Sentence #2 \_\_\_\_\_

What it's all about \_\_\_\_\_

\_\_\_\_\_

Why is it a favorite? \_\_\_\_\_

\_\_\_\_\_

Concluding Sentence \_\_\_\_\_

## BODY PARAGRAPH 3

Topic Sentence #3 \_\_\_\_\_

What it's all about \_\_\_\_\_

\_\_\_\_\_

Why is it a favorite? \_\_\_\_\_

\_\_\_\_\_

Concluding Sentence \_\_\_\_\_

## CONCLUDING PARAGRAPH

A restatement, not a direct copy of the Introductory Paragraph \_\_\_\_\_

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