

# Module 2: Newsletter Assignment Instructions

## Overview

Using Microsoft Word, create a newsletter with a minimum of two full pages of content. The newsletter may be related to your profession or reflect a topic of interest to you such as a newsletter for family, fraternity/sorority, church/religious organization, personal hobby, favorite artist/athlete, etc.

## Related Instructional Videos

Review the following self-paced videos demonstrating the following functions as needed:

- [Modifying Text and Fonts](#) [4:07].
- [Formatting and Organizing Text Including Headers and Footers](#) [6:01].

## Instructions

1. Review the following web sites regarding creating a newsletter provided by About.com.
  1. [Newsletter Design Elements - 12 Key Parts](#)
  2. [How to Create a Newsletter](#)
2. View these sample newsletters:
  1. Aimee Kliewer's [Alabama Crimson Tide Newsletter](#)
  2. Rachel Kelly's [Batman v/s Socrates Newsletter](#)
  3. Dennis Eubank's [Rising Oil Prices and Falling Economy](#)
3. Using Microsoft Word, create a newsletter and include the following:
  1. A minimum of 2 full pages
  2. Two columns on each page
  3. A heading with a title on the first page; the heading should go across both columns
  4. A footer with a page number
  5. At least one graphic that is appropriate with the content
  6. Professional format
  7. Your name and class section either at the front or end of your newsletter
  8. Use the grading rubric below as a guide.
4. Save the newsletter as "yourname\_newsletter." Upload the assignment as an attachment to the *Module 2 Newsletter* drop box.

## Grading Rubric

Criteria	Points
The content of the newsletter is appropriate	15 points
The newsletter uses a 2-column format	10 points
The newsletter is a minimum of 2 pages	10 points
The newsletter has a heading on the first page that is correct	10 points
Footer is included and correct	10 points
Includes at least one graphic that is appropriate with content	10 points
The newsletter looks professional	10 points
Grammar and spelling are correct	10 points
<b>TOTAL</b>	<b>85 points</b>