



Creative Manuscripting

Objective

To provide students with interesting material to keyboard.
To provide practice for students in formatting manuscripts.

Procedure



- Using current periodicals such as Newsweek, cut out one-page articles on various topics (science, environment, life-styles, business, etc.), mount them on colored paper and laminate each one (optional).
- Let each student select one article that interests him.
- Tell your students that they may decide whether to type an unbound, left or top bound manuscript based on the article selected.
- Instruct your students to type the article verbatim except that they must, somewhere in the document, add one original sentence. This forces students to read and understand what the article is all about. For ease in locating the added sentence, instruct your students to underline or boldface it.

Materials

A variety of magazine and newspaper articles, colored paper and a laminating machine (optional).

Time

Approximately one class period.