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# The Monthly NEWS

## Tips and Tricks for New Teachers

By Melissa Kelly

### Be Consistent

Consistency in teaching basically means that your students know what to expect from you day to day. Your rules do not change. You are not strict one day and easy-going the next. There are no surprises for your kids, and they do not have to feel like they are walking on eggshells. Consistency is important if you want to earn the respect of your students.

If you spend some time in a consistent teacher's classroom, you will find that every student knows the rules. Students know what is expected of them, and there is no question of what will happen if they fail to live up to those expectations. The teacher's demeanor in a consistent classroom does not change from period to period or day to day. Because everyone knows the consequences, and

there is no doubt about the reaction of the teacher, misbehavior is greatly reduced. Students in a consistent classroom can feel safe and can focus on what is important—not what mood the teacher happens to be in on a particular day. This is one of the main secrets that effective teachers share.

Kelly, M. (2008). *180 Tips and tricks for new teachers*. Avon, MA: Adams Media.

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Carey Anne Cushman  
Dept. of Teacher Ed.  
Augusta State University  
706.729.2496  
cacushman@aug.edu

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### Famous Quote on Teaching

"It is the supreme art of the teacher to awaken joy in creative expression and knowledge."

Albert Einstein

## What The Professor Didn't Tell You

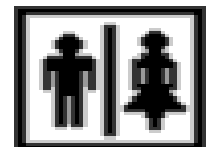
By Valerie Fleming Bryant

Small boys who do not emerge from the restroom have discovered on or more of the following: a finger pressed against the water faucet will produce a spray that will quickly turn the bathroom floor

into a skating rink; wet paper towels when wadded up and tossed upward will stick to the ceiling; if one stands on the toilet seat, one can grasp and hang from a bathroom stall indefinitely.

Small girls who disappear in the restroom for extended periods have discovered other girls with whom to visit and share contraband jewelry and make-up.

Bryant, V. F. (2004). *What the prof didn't tell you*. Kingston, TN: William & Warren, Inc.



## Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new prod-

uct.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So,



Caption describing picture or graphic.

when you're finished writing your newsletter, convert it to a Web site and post it.

## Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or

an editorial. You can also profile new employees or top customers or vendors.

**"To catch the reader's attention, place an interesting sentence or quote from the story here."**

## Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message



Caption describing picture or graphic.

you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are

also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

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Primary Business Address  
Your Address Line 2  
Your Address Line 3  
Your Address Line 4  
Phone: 555-555-5555  
Fax: 555-555-5555  
E-mail: someone@example.com

Your business tag line here.



This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

## Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

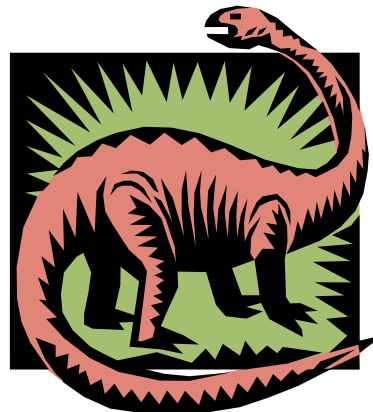
A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all

employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a bi-annual charity auction.



Caption describing picture or graphic.

If space is available, this is a good place to insert a clip art image or some other graphic.