

Jeremiah E. Burke High School
Street Address
Dorchester, MA 02144

Desktop Publishing I
Instructed by Mrs. Susan Strand

Desktop Publishing Period 2



Group Photo of Period 2

Photo Caption (names of students)



Desktop Publishing Period 4



Group Photo of Period 4

Photo Caption (names of students)

Dear Community Member,

This is where you will place your class letter. As a class you should think together about exactly what kind of message you want to send to your community members. The purpose of sending these cards is really to take the time to thank the different community members and organizations who give their time and their resources to help your school. Most people who donate their time or money to a school do not expect anything in return. People who are interested in helping schools are doing much for the future of their community. It seems to me that the most appropriate thing to do in return for their help is to genuinely thank them - and show them, if you can, how their kindness has been appreciated.

The Burke High School has been receiving a lot of help from different organizations in the community for the past couple of years. One of the main areas of aid has been centered around technology. Because you are all in Desktop Publishing class, you are getting the chance to work with some of the nicest equipment around (even my lab at Harvard is not as new and nice as yours! Really!) So, what better opportunity to thank your community than to design, write, and send holiday cards to them?

Probably the most important part of your card will be the message that you and your classmates create together for this page. You should decide together what the message should say. As a class, you should agree. You need to make sure that the letter is long enough to fit on this page! You might want to talk a bit about some of the things you are doing in all of your classes, and how you are using all of the technology that your school has received recently. I'm sure you can think of plenty of great things to say.

You should each type a copy of the letter and save it on your disks in Microsoft Word. When you complete the layout and artwork for your cards, you will place the letter into the PageMaker template and your card will be done! Have Fun!



