FINDING ANSWERS YOU NEED IN THE LIBRARY

Goal:  
- to find answers to questions by using the library

Directions:
Have a clear understanding of the question(s) you want answered. Discuss this with others in your work group, and write down the question(s). If you ever saw or heard about a book which might answer your questions, try to remember the title (even a partial title is useful). Try to remember the author's name. Then write down what you can remember.

List on paper words that describe or have something to do with the subject or subjects of your question. The whole group should work on this.

In the library, use the card catalog or public access computer to discover which books are there. Try searching by the title(s) or author(s) or subject words. Write down the call numbers of the ones which are useful.

Look through the stacks or shelves of books in the library to find the books you want by their call numbers. On each end of the stack you will find the call numbers for books contained on that stack. The call numbers are on the backs of the books. If you can't find what you are looking for, just ask a librarian.

In the stacks you'll notice, that other books nearby are about the same or similar subjects. Look in some of them. Read the table of contents and index of these books

Materials:
- paper,
- pencil or pen,
- change for photocopying pages (optional),
- library card
while you're still in the library. That helps you decide if they're useful or not. You may actually find answers you need or other interesting information. If your question is simple and you find a satisfactory answer right away, just write down the answer. You can find answers to all sorts of interesting and unusual questions by using the Reader’s Guide to Periodical Literature. It guides you to magazine and journal articles written about the subjects you seek. The librarian can help you use the Guide and to find the actual magazine articles once you know which ones you want. You'll need to read those articles right then and there in the library and take notes which answer your questions. Libraries usually don't lend out these magazines or journals. You could choose to use a special machine in the library to copy a page or two. There is a fee for copying. Taking notes is usually better because it saves time, money, and paper.

The reference librarian may be a very valuable person to ask for additional help. This librarian knows all the reference books and may lead you to exactly the right one to find your answer quickly.

You'll probably find answers you need and more, and have a pleasant time, too. If you still haven't found all the information you'd like to answer your question, try another library next.
WRITING A BUSINESS LETTER TO GET HELP

Goal: • to write a letter asking for help such as advice, information, permission, loan of equipment or materials, money, time, talent, or public support of your project.

Materials: • paper 8 1/2" x 11"
• business size envelope
• pencil or pen, typewriter or computer and printer
• dictionary
• postage stamps

Directions:

Find out the name and address of a person who could provide what you want. Then write it down. If you know a name, but need an address, try looking in the telephone book. If you know a company or organization’s name and address, but need the correct person’s name, try telephoning their office to ask.

Write a clear, short, polite letter containing a **heading, inside address, greeting, body, and closing.** Can you identify those five parts in the sample letter on the following page? In your letter, be sure to tell this information:

- your name and your grade
- what you want
- why you want it
- what you plan to do with it
- when you need it
- how doing what you ask could benefit the person you are writing
- that you appreciate any help you might receive

Check to make sure you have used correct spelling, punctuation, and grammar. Check the accuracy of your facts. Be sure that you have stated your request clearly, briefly, and courteously and that you have been very specific. Check to be sure you used active tense, and your writing sounds similar to your most understandable talking. Also see if your letter has even margins and spaces between paragraphs and looks neat. Then make necessary corrections.
Type the letter. Use 8 1/2" x 11" white paper. Ask someone else to double check spelling, punctuation, grammar, and wording of your letter. Your finished letter should be no more than one page. Revise and retype if necessary.

Sign your letter. Fold it and any enclosures together neatly into three equal sections. Fold the bottom third up, then fold the top third over that.

Type the name and address on a business size envelope (same as inside address), beginning each line in the center. Type your return address in the upper left. Put the letter and enclosures into the envelope. Put the postage stamp on the upper right of the envelope. Seal it and mail it.

Sample Business Letter

Davis Middle School
1435 Todds Lane
Hampton, VA 23666
January 18, 1994

Ms. Ima Citizen
Assistant to the Director
Super Soccer Stadium
Stadium Drive
Hampton, VA 99999

Dear Ms. Citizen,

Our seventh grade class wants to help our community reduce the large volume of recyclable materials that unnecessarily takes up space in our landfills. We want to provide four neat, clean containers for empty aluminum beverage cans at the Super Soccer Stadium. We can arrange to collect the cans, then transport them to the recycling center each Saturday during April and May, 1994. We have enclosed a copy of our project plan.

We would like for you to give your permission for placing these containers inside the soccer stadium and to suggest convenient collection times.

This project could benefit the Stadium in several ways. It would reduce your trash disposal burden and the Stadium would become a very visible partner in the popular community recycling program.

Please write to us at the address above by March 1, 1994 to let us know if we may supply the containers to the stadium. If we may, then please inform us of convenient times on Saturdays when we may come to empty the containers.

Thank you for any help you can provide to our class.

Yours truly,

Jodi Mathews
Secretary,
Recycling Project Work Group
Ms. Evelyn Casey's
7th Grade Class

Enclosure
MAKING A BUSINESS TELEPHONE CALL

Goal: to make a business telephone call to get information, make arrangements, or get permission

Materials: telephone

Directions:
Make sure you know the name and telephone number of the best person to call. See Who Ya Gonna Call for Help.

Go over in your mind what you plan to say. Also think about the order. Write it down. Be sure to include these points:

- your name, age or grade, and school
- what you want
- why you want it
- what you plan to do with it
- when you need it
- how doing what you ask would benefit the person you are calling
- you would appreciate any help you might receive

Have notes about your plan and the person's name in front of you. Call up someone in your group and rehearse. Let the rest of the group listen. After the rehearsal, talk about how the call could have been more effective. Revise the plan and notes. Rehearse again. Does it sound more professional now?

When you are ready to make the call, dial the number from a quiet place where there is little or no chance for interruptions.

When someone answers, state your name and ask to speak to a specific person. Usually in an office a receptionist answers the telephone. You might say, "My name is __. May I please speak to Ms. ___?" The receptionist may say, "Just a moment, I'll transfer you to Ms. ___."
If the person is not available, find out a better time or number to use to reach the person. Thank the person answering the phone for their help.

When you reach the person you want to talk to, you must now introduce yourself. Simply begin by saying, "My name is ____, I am ____ from ____." For example, you might say, "My name is Sally Goodstudent. I am a Girl Scout from troop #100 here in Norfolk, Virginia." Next state the reason for your call. Use your notes if you need them. Say all of the things that you planned to say very briefly.

After the person responds with the information or permission you seek, thank them. You may say, "Thank you very much for ____" or, "We really appreciate your help with this information."

If your telephone call involved making arrangements for something, you must follow up with a letter confirming all the details. It is also important to send a thank-you letter to anyone who helped you.

If the person you talk to cannot help you, ask them to refer you to someone else who can. Then ask for that person's name, title and telephone number. You may say, "Would you please suggest someone I might call to request this information?" Then thank the person for their time and their suggestion.
WRITING A PRESS RELEASE

**Goal:** to write a press release to tell people about the project your group is doing or has accomplished

**Materials:**
- paper
- pencil
- typewriter or word processor
- newspaper
- photograph (optional)

**Directions:**
In a brainstorming session with your group answer these questions about your project:
- What is being done?
- Where is it being done?
- When is it being done?
- Why is it being done?
- Who is doing it?

Then write down your answers.

Before you begin to write your release, look at some newspaper articles. Find the who, what, where, when, and why answers in them.

Select the main or most important points you want to make. In your brainstorming session which one or two of the answers made those points? Include those answers or main points in the first one or two sentences you write. That will be your first paragraph. Look at the sample press release. It answered the who, then the what questions first.

In the remaining paragraphs answer the rest of the questions from your brainstorming session. Can you find answers to where, when, and why in the sample press release? In which paragraph are they?

Use simple, direct language. Use complete words, not abbreviations. Is everything clear? Check for correct spelling, punctuation, and grammar. Ask someone else to read it to make sure they understand it. Revise it if necessary.

Type "FOR IMMEDIATE RELEASE" and the name and telephone number of someone who could answer questions about the project at the top of the press release.
Now type it double spaced. Show it to your teacher and make any changes that she or he suggests.

Sometimes newspapers like to have a picture to go along with a story. The picture should be a clear, black and white photograph that shows people doing what the story is about. The photograph should help to tell the story. Label it with one or two sentences telling who is in the picture and what they are doing.

When you have completed your press release, put it in an envelope large enough so the picture fits without folding. Write Attention: Managing Editor, the name of the newspaper, and its address on the envelope. Then mail it! It’s also a good idea to send copies to school newspapers and community education newsletters.

Newspaper editors seldom use exactly what you send. Sometimes they rewrite it or only use the picture.

If a newspaper publishes your article, you deserve congratulations! Be sure to show it to your parents, teachers and principal.

Sample News Release

April 9, 1995

For Immediate Release

Contact: Suzie Goodstudent 642-0000
or Ms. Veri Goodteacher 692-0000

Gloucester, Virginia...Sixth grade students from Page Middle School in Gloucester County, Virginia have sponsored a very successful “Clean the Creek” event.

On Saturday, April 9, sixty students, nine teachers, and fourteen parents removed fifty pounds of trash between 9:00 a.m. and noon. Participants found glass, plastic, iron, and aluminum along twenty-five yards of the south shore of Timberneck Creek next to the County public boat landing.

The students conducted this “Clean the Creek” event as part of coordinated class environmental projects they designed to reduce solid waste pollution in local waterways. They worried about valuable Chesapeake Bay animals becoming entangled in debris such as discarded fishing line, plastic six pack rings, nets, and bags. According to the project leader, Ms. Veri Goodteacher, “Projects like this help students learn important and useful skills: They also learn faster than in the classroom and have a clearer understanding.”

Some classes will continue their projects by sorting out recyclable materials. Then they will transport them to the County recycling collection area.