

Mini Office for Young Writers

Children can keep references for writing within a glance with a mini-office made of folders.

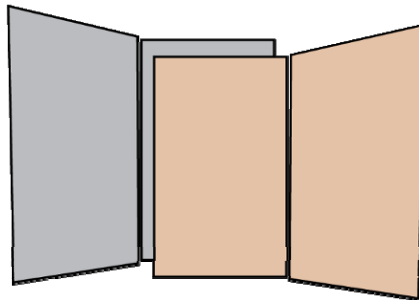
The reference tools can change throughout the year to offer support with:

- Letter information
- Letter sounds
- High-frequency words
- Thematic words related to school content

Introduce each element slowly—don't bring them in all at once! These reference tools boost confidence and reduce teacher interruptions. Students can help themselves with writing!

This idea is brought to you by Sylvia Mariscal, Diane Vargas, Vicki Scott, and Pam Kolat from the Atwater Unified School District in California.

Two file folders stapled together



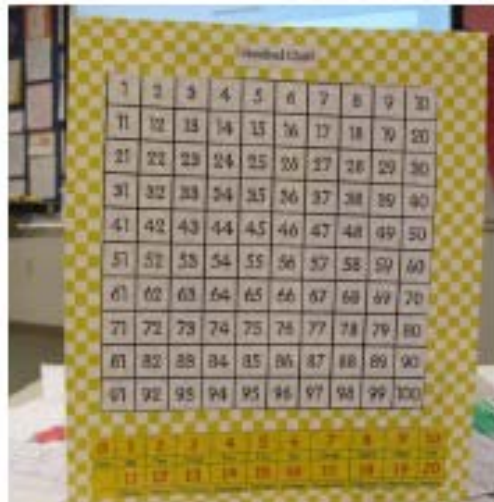
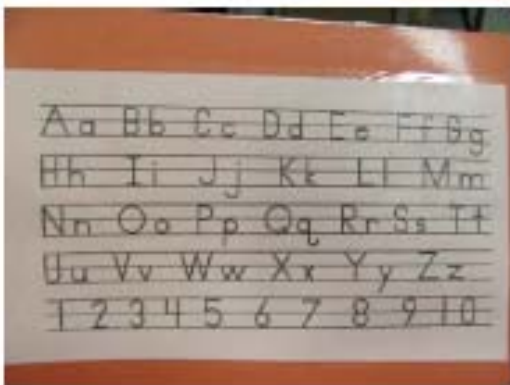
Back and of Tri-fold Writing Office Folder

Alphabet Chart <table border="1"> <tr> <td>Cc cat</td> <td>Dd dog</td> <td>Ee elephant</td> <td>Ff fan</td> </tr> <tr> <td>Gg girl</td> <td>Hh hat</td> <td>Ii ice cream</td> <td>Jj jar</td> </tr> <tr> <td>Kk kite</td> <td>Ll leaf</td> <td>Mm man</td> <td>Nn nose</td> </tr> <tr> <td>Oo octopus</td> <td>Pp pen</td> <td>Qq queen</td> <td>Rr rabbit</td> </tr> <tr> <td>Ss sun</td> <td>Tt turtle</td> <td>Uu umbrella</td> <td>Vv van</td> </tr> <tr> <td>Ww wheel</td> <td>Xx x-ray</td> <td>Yy yo-yo</td> <td>Zz zookeeper</td> </tr> </table>	Cc cat	Dd dog	Ee elephant	Ff fan	Gg girl	Hh hat	Ii ice cream	Jj jar	Kk kite	Ll leaf	Mm man	Nn nose	Oo octopus	Pp pen	Qq queen	Rr rabbit	Ss sun	Tt turtle	Uu umbrella	Vv van	Ww wheel	Xx x-ray	Yy yo-yo	Zz zookeeper		My Writing Office My Name: _____ My School: _____ My Family Names: _____ My Favorite Color: _____ My Birthday: _____ My Age: _____ My Picture: _____
Cc cat	Dd dog	Ee elephant	Ff fan																							
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Ss sun	Tt turtle	Uu umbrella	Vv van																							
Ww wheel	Xx x-ray	Yy yo-yo	Zz zookeeper																							

Inside of Tri-fold Writing Office Folder

All about ice cream <table border="1"> <tr> <td>ice cream </td> <td>chocolate </td> <td>vanilla </td> <td>cone </td> </tr> <tr> <td>cool </td> <td>melts </td> <td>messy </td> <td>yummy </td> </tr> <tr> <td>lick </td> <td>sprinkles </td> <td>party </td> <td>sundae </td> </tr> <tr> <td>favorite </td> <td>icy </td> <td></td> <td></td> </tr> </table>	ice cream 	chocolate 	vanilla 	cone 	cool 	melts 	messy 	yummy 	lick 	sprinkles 	party 	sundae 	favorite 	icy 			Sight Words <table border="1"> <tr> <td>a</td> <td>is</td> </tr> <tr> <td>am</td> <td>it</td> </tr> <tr> <td>an</td> <td>its</td> </tr> <tr> <td>and</td> <td>jump</td> </tr> <tr> <td>as</td> <td>just</td> </tr> <tr> <td>walk</td> <td>little</td> </tr> <tr> <td>at</td> <td>look</td> </tr> <tr> <td>big</td> <td>of</td> </tr> <tr> <td>call</td> <td>out</td> </tr> <tr> <td>can</td> <td>read</td> </tr> <tr> <td>did</td> <td>said</td> </tr> <tr> <td>down</td> <td>see</td> </tr> <tr> <td>for</td> <td>sir</td> </tr> <tr> <td>get</td> <td>that</td> </tr> <tr> <td>got</td> <td>the</td> </tr> <tr> <td>had</td> <td>than</td> </tr> <tr> <td>has</td> <td>there</td> </tr> <tr> <td>have</td> <td>this</td> </tr> <tr> <td>he</td> <td>to</td> </tr> <tr> <td>help</td> <td>up</td> </tr> <tr> <td>him</td> <td>was</td> </tr> <tr> <td>his</td> <td>wasn't</td> </tr> <tr> <td>if</td> <td>what</td> </tr> <tr> <td>in</td> <td>when</td> </tr> <tr> <td></td> <td>will</td> </tr> </table>	a	is	am	it	an	its	and	jump	as	just	walk	little	at	look	big	of	call	out	can	read	did	said	down	see	for	sir	get	that	got	the	had	than	has	there	have	this	he	to	help	up	him	was	his	wasn't	if	what	in	when		will	My Handwriting Chart Trace the letters:
ice cream 	chocolate 	vanilla 	cone 																																																																	
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as	just																																																																			
walk	little																																																																			
at	look																																																																			
big	of																																																																			
call	out																																																																			
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did	said																																																																			
down	see																																																																			
for	sir																																																																			
get	that																																																																			
got	the																																																																			
had	than																																																																			
has	there																																																																			
have	this																																																																			
he	to																																																																			
help	up																																																																			
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Here are some way the teachers have used the Writing Folders/tri-fold concept...



My Writing Office

My Name

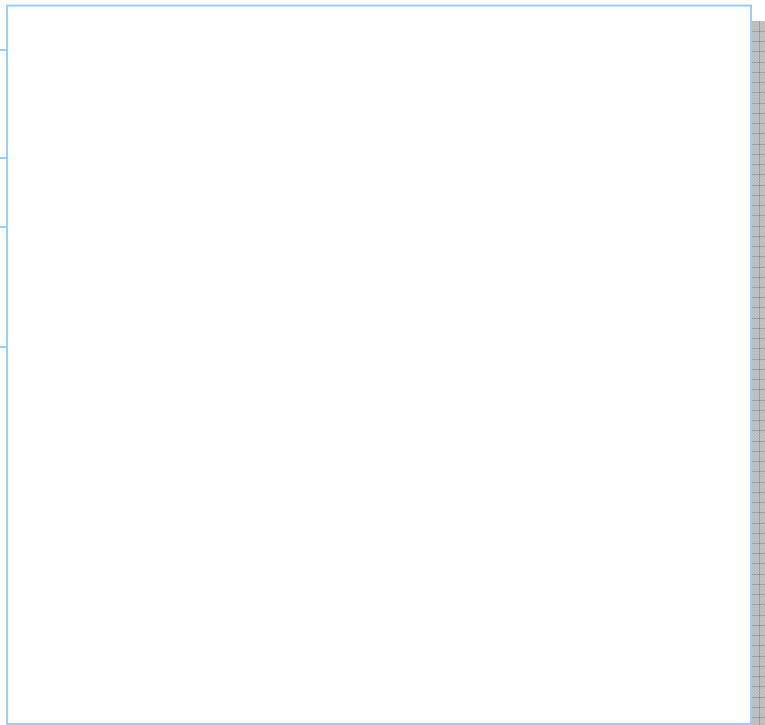
My School

My Family Names

My Favorite Color

My Birthday

My Age



My Picture

Alphabet Chart

Aa



apple

Bb



bell

Cc



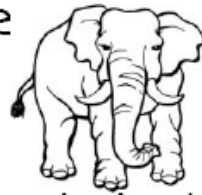
cat

Dd



dog

Ee



elephant

Ff



fan

Gg



girl

Hh



hat

Ii



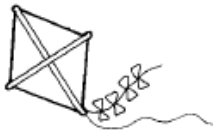
igloo

Jj



jar

Kk



kite

Ll



lion

Mm



mouse

Nn



nest

Oo



octopus

Pp



pen

Qq



queen

Rr



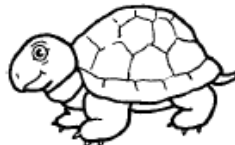
rabbit

Ss



sun

Tt



turtle

Uu



umbrella

Vv



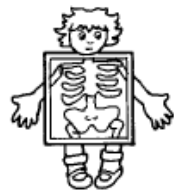
vase

Ww



watch

Xx



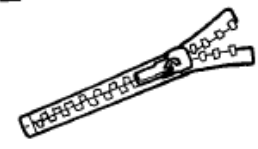
x-ray

Yy



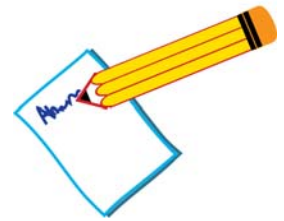
yo-yo

Zz



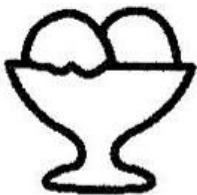
zipper

My Word Bank



All about ice cream

ice cream



chocolate



vanilla



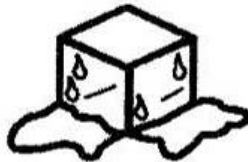
cone



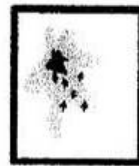
cold



melts



messy



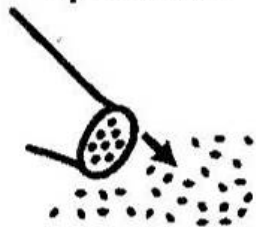
yummy



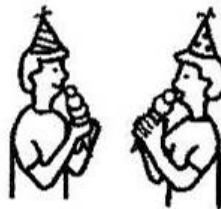
lick



sprinkles



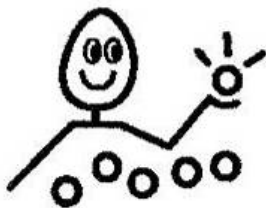
party



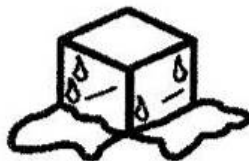
sundae



favorite



icy



My Sight Words

a

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look

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up

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when

will

My Handwriting Chart

