

Message Center Activity

Goals

- To read, write and understand date and time
- To use written memos to communicate
- To print legibly with properly spaced numbers, letter and words



Overview: Children write memos that include “To”, “From”, “Date”, and “Time” along with a message.

Materials

- Copies of “Message Template” printed 4-per-page and cut apart to form quarter-page memos. You can also print 2-per-page or full page to create larger message forms.

Directions

1. Ask students when it might be appropriate to give someone a written message rather than talking with the person.
2. Give each child a memo form. Point out the spaces for the following information: To, From, Date, Time and Message.
3. Have students write their names on the line next to “From”. Help them enter the correct date and time. Let them decide someone to whom they would like to send a message – a classmate, teacher, staff member, relative or friend. Ask students to write that person’s name and a message in the space provided. Let children deliver their messages when appropriate. (You may want to write messages ahead of time to be sure every child receives one.)
4. Make a stack of memo forms available in the writing center or some other accessible location and encourage children to use them when appropriate. Remember to use the forms yourself!

Stationery Studio Extensions

- Make extra copies of the memo forms for children to use at home.
- Use other *Stationery Studio* designs to create original memo pads that correlate with themes or units of study.
- Let children choose a favorite shape or border and create their own memo pads.
- Create a “Homework” form for students to fill out themselves or for a student helper to complete when a classmate is absent.