

Section One

Helping Your Student Complete Long-Term Projects

Dear Parent or Guardian,

During this school year, your student will be expected to complete several long-term projects, such as a research report or a multimedia presentation. Successfully completing such a project requires careful planning and significant preparation. This letter contains suggestions that can help your student effectively organize his or her time in order to complete these larger and more complex projects.

FIND SHORT-TERM GOALS Encourage your teenager to break long-term projects into a series of smaller short-term goals. Setting these short-term goals will help your student stay on track while researching, writing, and revising his or her work. Help your student set specific goals similar to the ones shown in the calendar below.

PLAN BACKWARDS First, write the final deadline on a calendar. Then, working backwards, add your short-term deadlines. Tell your teenager to leave room in the schedule to allow for some flexibility. You might also want to encourage your student to show you work at various stages of the project.

Name of Month: _____						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Think of topics for research report	2 Narrow down to two topics	3 Go to the library	4	5 Choose final topic	6 Go to library again	7
8	9 Create outline for paper	10	11	12 Assemble research	13 Return to library for more research	14
15	16 Revise outline	17	18 Write first draft	19 Study for history quiz	20 History quiz	21
22	23 Begin revising	24	25 Proofread report	26	27 Research report due	28
29 Study for history exam	30 History exam	31				

