

# "The Time Is Yours"

## LECTURER / Program Director

*How To Hints*

*Back to Basics of Being Lecturer*





## GUIDE FOR LECTURERS / PROGRAM DIRECTORS:

Welcome to the office of Grange Lecturer / Program Director. The Lecturer's program is a key factor in Grange attendance and membership. Through your programs, you will bring new information, new ideas, entertainment, fun and fellowship to your Grange. Lively, meaningful, interesting and well attended Grange meetings are the result of the attitude and spirit that a good Lecturer's program can create. Programs planned to include non-members open your Grange doors to the community at large. There are many opportunities for personal gain through your Lecturer's programs. You, as Lecturer, are a teacher, and entertainer, an informant and most of all, a LEADER! All attention goes to you for your contribution to the meeting, so always strive to do your best. Keep your programs exciting; there is no shortage of material available, and make yourself proud. Your position is very important as far as membership is concerned.

Make your programs entertaining and enjoyable. You can make or break a program in the way it is presented. If you just stand in front of the Grange and announce each item without any real enthusiasm then that is exactly the way the Grange is going to except it. This is where planning ahead becomes very important.

I wish all of you a very productive year and have no doubt that you will do your best in the position of Lecturer. Keep up the good work!

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Thanks to all the Lecturers past and present, Grange folks,  
and all others for contributions to this booklet.

## LET'S GET STARTED: Suggestion for a complete program

1. Select a Theme or Topic for your program
2. Find an opening. It can be a thought, song, game or other to set the mood and "Theme" for the entire program. You can also explain your choice of theme.
3. Find information, articles, games, skits, tableaux, etc. to carry the theme through the program. Limit readings to no more than 2. Remember to include something: Inspirational, Musical, Recreational, and Educational.
4. Collect all the information together. Make a couple of selections, 2 of each of the above items that best suit what you want to convey in your program.
5. Organize the material you want to use. Which item will be 1<sup>st</sup>, 2<sup>nd</sup>, etc.
6. Write a short script for yourself to introduce each item you have chosen.
7. Find a closing. (End with something uplifting or thought provoking rather than something depressing or negative.) Choose from some of the material you have collected already or find something additional. Again it can be a thought, song, game or other to "wrap up" the mood and "Theme" for the entire program. Leave them with a smile on their face of a pleasant experience.
8. Make enough copies of the items for others to read, find all extra props and/or costumes, put everything together in one place to take with you to the meeting.
9. Remember: You don't always have to start with the opening "thought" and end with a closing "thought", that is what I mean by mix things up some. Use other items for opening and closing.
10. If you are doing a candle lighting during your program, it is best to use battery operated ones for safety. Different colors can be signified with ribbons, bulbs or cards.

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### "THE TIME IS YOURS, WORTHY LECTURER"



The length of your program should be between 15 to 30 minutes for regular meetings and may be up to 45 but no more than one hour long at a special meeting or an open house. Take into consideration what else is going on at that meeting. For example: do you have a lot of business, is it inspection, election or memorial? Basically take everything into consideration for the overall Grange meeting and try to make it a pleasant experience and folks will want to come again. Do you have guests who have traveled a long way? (*Do not try to over impress them with a long drawn out program, they will be much happier if given a good well rounded program in a reasonable amount of time.*) Special nights – have just one or two honored guests speak during your program (to keep with your overall theme). Then under suggestions, have one person speak for the rest of the group of guests. (You do not HAVE to ask everyone.)

To give you some idea how long your program will be, read each piece (readings, skits, tableaux, songs and quizzes, everything) and time it. Figure about 10 minutes for each game, (that allows time for moving around, instructions and the game) but don't let it drag on too long. The dime march or mystery march add to the total time of the Lecturer's program. If refreshments are planned after the meeting, this also adds to the lateness of the evening, which is not your "fault", but we need to think this through. Presentations of certificates take up time as well. Write down what you are going to say and stick close to it. Avoid extra chatter and giggling on your part. You can have fun and present a good program and not act foolish. Don't let extra stories and joke telling get out of hand. Use your own judgment, **you are in control.**

When music is available it adds much to your programs but you must be prepared for those instances when it is not available. So many Granges now find it difficult to have a musician. So the Lecturer must be creative and find different ways to make music a part of their program by using alternative music if necessary. How about CD or taped music, other instruments, a tissue over a comb, or a kitchen band? Many mini children's pianos and other instruments have pre-programmed songs already in them and some can be purchased for as little as \$10.

A CD or taped music can also be used with your floor work. It doesn't have to be the traditional Grange music, you can use inspirational, country or oldies. Have an opening or closing song using the type of music your members enjoy. Make sure you have the CD/tape ready to go at the time it is needed, so you won't have to search through the tape for your selection.

## UNDERSTANDING GRANGE PROGRAMMING

- I. What is a Grange Program?
  - A. Responsibility of Lecturer / Program Director
  - B. Read the Installation Charge
  - C. It goes beyond that

- II. What make up a Program?

- A. Subjects
  - 1. Members Interests
  - 2. Community
    - a. Needs / problems
    - b. Activities
  - 3. Departments
  - 4. Other Organizations
  - 5. Media (Current Events)
  - 6. Magazines
  - 7. Unusual Subjects
  - 8. Holidays
  - 9. Lecturer Interests
- B. People
  - 1. Members
    - a. Performers
    - b. Helpers only
    - c. Effect o attendance
  - 2. Non-members
  - 3. Authorities
- C. Preparation
  - 1. Plan
  - 2. Make contacts
  - 3. Copies of materials to be used
    - a. Distribute
    - b. Retain
  - 4. Check Status
  - 5. Review



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## BASIC DO'S AND DON'TS OF PROGRAM PLANNING

Be versatile, mix things up, in how you put your program together each time. It does not have to be the exact same format each meeting, as long as each of the four basics is included as part of your theme. Be very careful when putting funny and serious parts right after one another. You may need something neutral to make it flow smoother. Be aware of appropriateness of the item you are using and members feelings.

Keep things moving along smoothly. Avoid extra chatter, giggling and wasting of time. Write down what you are going to say and stick to it. Limit time of discussions. Speak clearly and loudly so everyone will understand and have a more enjoyable evening.

Be selective who is going to be doing the parts for you, some people may not care to read something aloud or participate in games. Find something they are comfortable with. Try to use as many different people as you can each time. Don't do everything yourself. Ask those to participate ahead of time and give them instructions you want them to follow. Special items should be sent out well in advance. Remember to take extra copies to the meeting. Try to make of copy of your program for the secretary, that way it will be correct and they can enjoy it too.

Limit readings to 2 (two). Use other things to get your theme across. Very long readings or poems are sometimes hard to follow and the audience will loose interest quickly. Avoid reading entire articles from newspapers. People can read it themselves but use high-points.

Let speakers know how much time they will be allowed and also allow time for questions and answers. If a non-member, it is best to have them do their presentation before the meeting, then they can leave when they are ready and are not left waiting for so long.

For games use someone who is familiar with the game and give them any props needed to save time. Keep your audience involved, don't leave them sitting for a long amount of time. Break up the busier activities with something quieter.

If you are having a special night, check ahead of time "WHO" is preparing and presenting the program, will you have to plan it or is someone else taking care of it. Make sure to get it straight before you get there and someone says " Oh, I thought you were doing the program for us tonight."

If someone else is filling your office and presenting the program for you but you are putting it together, write out as much detail and information as you can so they will know what you want done. It saves time and embarrassment. Let the pianist know what music you will want and when it will come in and other particulars concerning music. If group or solo will the pianist be playing for them. Or if you are using alternative music, do you need an outlet and someone to run the machine.

When you plan to use the stage, make sure it is clear and can get to it easily. Let people know where you want them. Let people know ahead where their number will be on the program and check to see if they need extra time to change or get ready.

Ask for program suggestions from you members from time to time, see what might interest them, and use their ideas. Even if it may not interest you, give their idea a fair and just effort. Ask the person who suggested it if they would like to help put the program together. If your members are uncomfortable telling you in person, put out a suggestion and comment /evaluation box for them to leave you a note. Understand comments as being constructive and not destructive.

## DO'S FOR LECTURERS

Always smile  
Set a theme for the entire program  
Make yourself the brunt of any joke  
Be spontaneous and flexible  
Use all Grangers  
Use children in your program  
Invite non-Grangers to the meeting  
Be proud of being a Lecturer



## DONT'S FOR LECTURERS

Lose control of your program  
Act uncertain or confused  
Embarrass anyone (unless preplanned)  
Always use guest speakers  
Don't be a "know it all" or "do it all"  
Have all closed meetings  
Complain that they made you take Lecturer  
Act bored or disinterested at any time

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**ORGANIZE:** Organize yourself, your workspace, your materials in your files and your programs.

**PLAN PROGRAMS IN ADVANCE:** This will give you confidence because your programs will run smoothly and you will be prepared for the unexpected. Always pass out parts and materials before the meeting starts. Never, never pass out parts and materials when the Master calls for the Lecturer's Program. Be sure that you have enough copies for all those taking part.

**INVOLVE MEMBERS:** When people have something to do for the program, they have a reason to come to the meeting. Remember, involvement includes things other than performing in the program. Give people their parts/assignments in advance.

**ALWAYS HAVE A BACKUP PROGRAM:** There will be times when something planned will not take place.

**EXPRESS THANKS:** Acknowledge those people who helped in any way. This lets them know you truly appreciate their efforts.

**ATTEND CONFERENCES:** There is always something to learn and share.

**REALIZE PROGRAMS WILL NOT ALWAYS SUIT EVERYONE:** Learn to accept criticism of a program without taking it as a personal thing. Ask critics for suggestions and help. Ask for assistance. But remember, as long as you honestly feel you are doing your best you can be satisfied.

## **Installation Charge for Lecturer from the Grange Manual**

"Brother (Sister), to you is assigned the important duty of leading in the literary program and the educational work of the Grange. To this end you will be prepared, at all regular meetings, as time will permit, with a list of exercises, consisting of essays, discussions, readings and music, to be responded to by the members. Especially urge and encourage the young and the diffident to become writers, readers and speakers in Grange meetings, and thus develop and direct to greater usefulness the latent abilities of your fellow members.

In selecting subjects, include the household and the home, as well as the farm and the field; for it is in the former that the rewards of labor upon the latter are finally enjoyed. A well-ordered household is essential to a happy home, and without a happy home no farm is fully a success.

You will also see that addresses, lectures, and other information for the good of the Order are promptly laid before the Grange, or distributed among the members.

We now have the pleasure of investing you with the regalia, and of decorating you with the emblem of your office." [*presents scroll*].

## MISSION OF THE GRANGE LECTURER

### **Subordinate (Community) Lecturer/Program Director is to:**

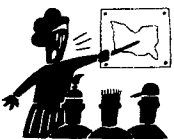
1. Arrange for a worthwhile program to be presented at each Grange meeting.
2. Work with other Grange officers and members in building a successful Grange.
3. Communicate with other Lecturers to share information and ideas.
4. Send to your State Lecturer all reports requested.

### **Pomona (County) Lecturer/Program Director is to:**

1. Arrange for a program to be presented at each Pomona Grange meeting.
2. Serve as a link between the State Lecturer and the Subordinate Grange Lecturer and assist Subordinate Lecturers by providing help where needed.
3. Work with other Pomona Officers in building a successful Pomona Grange.
4. Send to your State Lecturer all reports requested.

### **Additional duties of the Lecturer for Subordinate and Pomona Granges:**

- Keep your members and officers informed of your planned activities; time, date and place and let them know what will be expected of them. Whether on the local level, in the area or state.
- Visit within your area. Remind other folks of your plans. Get invitations out early.
- Promote and participate in the programs, conferences, contests and events — (stress deadline dates) and use resources that are available.
- Assist with gathering information for future programs. Share ideas and suggestions with State Lecturer.
- Ask members if they have any suggestions they would like to share or see done.
- Assist with area conferences or host workshops.



## **NORTH EAST LECTURERS CONFERENCE**

*Held every two years in different areas*  
**ALL ARE WELCOME TO ATTEND!!**



## COMPLETE PROGRAMS



A balanced complete program consists of various components which include **Inspiration, Music, Education, and Recreation**. We use the acronym "IMER" as a guideline for programs. As a suggestion: two (2) items of each of these selections will produce a good program to carry out your theme, do not overdo. Mix things up a bit each time you plan a program to give variety. You do not always have to follow the exact same format. For special nights and speakers included in program make adjustments.

**INSPIRATION:** This is something meaningful, gives a message or is from the heart. It gives you something to think about and make your own conclusion or interpretation. It could mean something different to each person. It does not necessarily have to be religious but it can be. Perhaps, a tableau, thought, music or speaker could be used. **Poems, readings, music, tableau, candlelighting, Bible verse, or many different ideas.** (*Limit readings to 2 or less, no matter what type of readings you are using.*)

**MUSIC:** Make selections to do with your theme if possible. Make sure the musician knows what music you need and when it will be needed. If something special, check first to make sure he/she has the music on hand. If you ask someone to sing solo or with a group ask ahead and see if they are comfortable with what you are asking for and will they need the musician or not, also limit the amount of numbers. If singing without music, ask someone beforehand to start the song off. Use alternative music.

**Singing, listening, participating, instrumental and taped music.**

**EDUCATION:** This gives you information or teaches you something on a particular subject. Facts are okay but be brief depending on how they apply to the theme of your program. It is your job to make that education as enjoyable and fun as possible. There is nothing more boring that to have someone read dry material to you, it is not education it is torture.

Try to fit information into a skit, candlelighting or tableau. This will get the point across and will also cut out a reading. When doing a Grange history for an anniversary meeting, use just short paragraphs and scatter throughout the program using skits etc. to emphasize the important facts.

Speakers are good, but a time limit should be discussed beforehand. Allow time for questions and answers. Skits, quizzes and games can also be educational. **Diversified, timely, accurate, useful.**

**RECREATION:** This includes games, quizzes, and skits. If doing games be careful whom you pick to take part, some people are embarrassed by games or just can not do them physically. But they might like to be a "Judge" for others taking part. Quizzes where everyone yells out the answers can be enjoyed by all. If using paper and pencils, pass it out ahead of time. Paper and pencil games, such as a word search or crossword, should not be a part of the program time, they should be passed out before the meeting or used as homework for your members. These are great between supper and the meeting, however as time fillers only. **Skits, stunts, games, puzzles.**



## SOME ABC'S OF PROGRAM PLANNING FOR GRANGE LECTURERS / PROGRAM DIRECTORS

Joining the Grange can be an adventure, and as Lecturer we have the opportunity to make Grange membership a rewarding, adventuresome experience, not only to the new members, but also to those who have belonged to our Organization for many years. Grange membership entails privileges and opportunities and is especially an opportunity for self-improvement.

- A. Attendance is obtained when a worthwhile program is presented remember your audience, what they want and need.
- B. Budget is a constant concern; watch for practical fund-raising ideas – use bulletins for reminders and suggestions.
- C. Committees are helpful and enable members to share in responsibilities -- good programming means cooperative effort.
- D. Discussions are important – a group discussion has more backing than a single one.
- E. Events (current events, that is) have their place in every program – we need to keep up with the news affecting ourselves and our families.
- F. Films provide colorful; exciting program material -- fun should be a part of your schedule.
- G. Guests, attending as speakers or invited by members, deserve special attention -- hospitality is a vital part of growth.
- H. Holidays are important to “needy” people and senior citizens’ too – your yearly program should have a “Heart.” Mix it up and use different/new material each year. Use different types or unknown holidays from time to time.
- I. Interest may be gained through inspiration – a quotation of spiritual significance can be of true value for opening and closing programs.
- J. Judgment will be your most important contribution – as a Lecturer /Program Director, you have the responsibility for making wise decisions that will benefit your entire membership.
- K. Know the feelings of your fellow Grange members – the key to good planning is consideration of all human relationships.
- L. Legislation is essential information for all – learn and understand the By-Laws of your Grange, State Grange, and National Grange. They form the essential framework of our Grange.

- M. Many members may confide personal feelings to you -- as Lecturer you should listen, but the essential words are "keep MUM."
- N. National problems presented in familiar terms belong in your Program -- don't neglect the big picture. With internet and newspapers, information is readily available.
- O. Opportunities to present all sides of a controversy should be considered -- your Grange can give their own opinions, but hear the opposite's side also.
- P. People like parties, and you have many opportunities for fund-raising or just for fun -- persuade all members to participate.
- Q. Quiz programs are a favored choice, so many can take part -- but do remember, quality is the important factor in program material.
- R. Reports uniquely presented can be fun to give and hear -- remember, records must be kept, so make them interesting.
- S. Stay calm in temper and in mind -- self-control in the midst of confusion brings a sense of security to those around you.
- T. Troubles face other Grange leaders too -- help when you can, perhaps lending particular aid to the trying duties of other Grange leaders. But do NOT try to do and run everything.
- U. Unfinished business is not just a report read at each meeting it indicates a need for personal follow-up and undivided attention.
- V. Visual aids can be the difference between drab and exciting programs -- another vital "V" -- get out the Vote on Election Day.
- W. When a serious program is given, members want the answers to why they should be interested -- what they can do about the problems presented.
- X. Exhibit A marks the spot where talent treasures lie -- plan an exhibit meeting so everyone can "show-off" their talents.
- Y. Your year of success can be exciting, educational and delightful if you face each project with enthusiasm and
- Z. ZIP -- it's catching.



# **RESOURCES**

## **WHAT CAN I DO SPECIAL AND WHERE DO I FIND SOMETHING FOR A PROGRAM?**

During the year Granges are looking for programs or workshops that can be presented. Ask the members of your Grange, you never know who collects stamps or builds kites or works at the hospital. There are so many topics, fun and serious, that can be used and children need to be part of those things. Here are some different suggestions to ask. Most of these suggestions are for or can be adjusted for children, some of these suggestions are for more mature groups but left them in anyway. Most of these suggestions have more than one or two topics that they could offer you. Several different groups may talk about the same subject but present it a little differently. Just ask what is available or ask them for a specific topic. If they don't have a program on the subject you want, ask for a suggestion where to look. Most are willing to help and keep them in mind for another time. When you are having someone special in, depending on the subject, ask adults and even folks from the neighborhood to join you. Most of these topics, most families would be interested in hearing.

### **SUGGESTED PROGRAMS OR WORKSHOPS BY SPEAKERS**

#### **EMERGENCY MANAGEMENT SERVICES OR CIVIL DEFENCE GROUP**

Where will you be and what to do when disaster strikes

#### **RED CROSS GROUP**

How you can help the local food pantry or disaster areas

#### **POISON CONTROL CENTER**

Poisons in and out of the house    What to do in an emergency

#### **LOCAL HOSPITAL OR HEALTH CARE GROUP**

What will you see when visiting the Hospital or what will happen at the hospital.

What services are provided, is it enough for your needs

#### **DIETICIAN OR NUTRITIONIST**

Preparing healthy meals. Eating a special diet    Are there any "good" snacks

#### **INSURANCE AGENT**

Buying a safe car. Safe seats for your children    Driving safe

#### **DRIVER EDUCATION TEACHER**

"From a Child's Point of View" (a movie about small children's actions around traffic and parked cars)    Safe driving tips

#### **POWER COMPANY**

Safety. Energy uses and conservation

#### **STATE OR LOCAL POLICE**

Bicycle safety and helmet information    Safe in your own home. Police Dog demonstration    Don't talk to people you don't know or your parents don't know

#### **FIRE DEPARTMENT**

Basic first aid. Safety. What to do in an emergency. Knowing how to make a 911 call and what will they ask you.

#### **LOCAL FORESTER**      Wood lot management

Safe camping. Wild life leave it where you found it. Getting lost in the woods.

## **SUGGESTED PROGRAMS OR WORKSHOPS BY SPEAKERS (cont.)**

### OUTDOORSMAN GROUP OR NATIONAL GUARD

If you are lost in the woods. First aid in the woods Wild things you can eat

### VETRINAIAN

Basic pet care Do not pet or cuddle every dog you see

### CONSERVATION OR ENVIRONMENTAL GROUP ECOLOGIST

Safe environment Water conservation What laws effect private property

### HOBBYISTS OR COLLECTORS

Collecting Coins Stamps Trains Dolls Banks

Getting started tips Building toys Making kites

### LOCAL BUSINESSES OR SHARE YOUR JOB

Explain what the business is, how it is done, what it is used for, etc.

### GARDENER/GREEN HOUSE/FLORIST

Getting started with vegetables or flowers Growing herbs Pest control Flower cutting

### GENEOLOGIST

How to make a family tree

### BUSINESS AGENT OR INVESTMENT FIRM

How do I get in without a lot of money

### ECONOMIST

Budget saving tips

### ANTIQUES

Some basic things to look for How to tell if it might be valuable

### SOCIAL SECURITY OR WELFARE DEPARTMENT

What will I get when I retire How to go about filing

### CARDIAC REHAB TECH

What to look for before a heart attach, how to help Why can't Grampy play today

### OTHER THERAPY GROUPS

Exercise your heart

These are places where you can look for ideas and materials. Sometimes you need to really use your imagination and keep your mind and eyes open. You never know when an idea may jump out at you. Sometimes you need hardly any imagination at all, it is there and very obvious. You may not use the idea or material right away, make a note of it or keep the material in a file or folder for sometime you do need it. Take the file out and look completely though it from time to time, it may surprise you how much material you have collected. Be mindful of copyright laws.

Suggestions from Members (Jr and Sub); Your own home, garage and yard; Library; Doctors Office; Schools; Town Office; Other Organizations; Bookstores; Magazines; Organization publications; Newspapers; Yard sales; Flea markets; Other Programs you have seen; Extension Service; Internet (if you are comfortable searching); Travel Agency; Television & TV Guide; District or County Courthouse; Insurance Agency; Hospital or Therapy waiting rooms; Driver Education Class; Fairs; Yellow Pages; Hotel information center; Any Stores; Information Centers or rest areas on the highway and Bulletins of all sorts. (Be careful of copyright material.)



## SKIT WRITING

Let's have some fun with this! This contest is great fun for writer, actor and viewer. What a great way to share material with others and let your imagination run free, express yourself and tell a story. Don't forget our theme for this year. Everyone gets to pick their own topic, did something funny, embarrassing or even serious, happen to you or a friend? Any fond memories you wish to share? How about asking someone to join Grange and how they reacted? An experience in a bank, a store while shopping, special holiday, vacation, school, or something just plain imaginative. Have a skit writing contest at your Grange then submit all the entries.

Here are some helpful hints Please make this information available to your members.

- I. Before beginning the writing of the skit, consider:
  - A. The Event
    - a. the audience, characteristic of, e.g. gender, age, number, interest, etc.
    - b. location and what is available, e.g., stage or raised platform, microphones, etc.
    - c. length of time available for skit
    - d. expenses involved
    - e. number of people who will be available for participation in the skit.
  - B. Theme of the Skit
    - a. Seasonal
    - b. Timely (tied in with current news events, e.g.)
    - c. Audience oriented
  - C. Purpose of the Skit
    - a. to entertain
    - b. to educate
    - c. to honor someone or event
- II. Brainstorm ideas for the subject, remembering that brainstorming means ANY and ALL ideas. Go wild with ideas! The next step is to think through each one, then eliminate some according to the event, theme purpose. List those that are left over and think about each one, keeping the above items in mind. Narrow down to a first choice.
- III. Write the skit by creating:
  - A. The characters (give them names, if necessary, and purpose in the skit)
  - B. Dialogue between characters
  - C. The situation(s) that make up the beginning, plot, climax, and ending
- IV. Make decisions about other incidentals.
  - A. costumes, if necessary
  - B. sound effects
  - C. visual effects
  - D. audience participation
- V. Make copies of the skit for those participating and set up a practice schedule, if necessary. It may be the kind of skit that can be performed without practice, but all involved should have a chance to become familiar with it before it is performed.
- VI. PERFORM and ENJOY the applause.



# WRITING CEREMONIES

Do not be afraid to tackle one of these projects. You will find that once you try it, and the more you try it, the easier it will become. In the beginning keep it simple and use themes that you are comfortable with. Don't use the same type of ceremony at every meeting, vary them and try new avenues of adventure.

**I. Pick a Theme**

- A. Holiday
- B. Season
- C. Special Night
- D. Awards



**II. Choose Format**

- A. Candlelighting
- B. Tableau
- C. Degree
- D. Acrostic

**III. Decide on the point you want to make.**

**IV. Decide what music fits the theme.**

**V. Decide how many people you wish to use.**

- A. Numbers will vary according to number of members who attend meetings.
- B. Know who can and who cannot read well.
- C. Will you need a certain tender?
- D. Will you need a prop person?

**VI. Keep it simple. Don't drag it out too long.**

**VII. Write about what you know.**

**VIII. Use reference books to tie in theme.**

- A. Dictionary
- B. Thesaurus
- C. Encyclopedia
- D. Poetry Books
- E. Bible
- F. Grange Manual
- G. Grange History
- H. Books of Quotes



**IX. Writing**

- A. Using the number of people and the theme etc. write your ceremony so that it leads up to the point you want to make.
- B. Write instructions for participants.
- C. Write it as if you were talking.
- D. Keep the language and words simple.

**X. Rehearse**

- A. Take time to walk through what you are doing so that everyone will understand what they are expected to do and when.
- B. If using tableau robes check for size before starting.
- C. Do you need candles or other props?
- D. Be prepared.

## Writing Process

([www.trendenterprises.com](http://www.trendenterprises.com))



Become better writers with these ideas and activities

### 1. *Prewriting* -- Think about it ... Brainstorm ... Organize it

Brainstorm different sources of inspiration for a writing project. Some sources you may come up with are the following: magazines and newspapers, interviews, music, dreams, and personal experiences, etc.

### 2. *Drafting* -- Write it down ... Thoughts on paper ... Rough draft

In this stage, it is important to emphasize to writers that you should let your ideas and writing flow. At this stage in the process, you do not need to worry about word counts or editing. You should just write until you have completed your ideas.

### 3. *Revising* -- Make changes ... Make it better ... Clarify

At this point, re-read the writing project. If possible, it is sometimes better to do this on a different day than the drafting stage, so you can get a fresh look at your writing. Ask yourselves the following questions at this stage and revise the writing as needed:

1. Is there anything more the reader needs to know?
2. Is the information organized in a logical way?
3. Is there any unnecessary information?
4. Are the words and details as strong as they can be?

### 4. *Proofreading* -- Edit it ... Make it correct ... Fix the mistakes

At this stage, you should self-edit and peer-edit your work. Check for spelling, capitalization, punctuation, grammar, sentence structure, and word usage. Use proper proofreading marks in editing your work.

### 5. *Publishing* -- Final copy ... Make it neat ... Share it with others

This stage can take a variety of formats, each with different requirements. The final draft should be neat, follow the format required, and be turned in on time.

## Writing To Tell A Story

(*creative teaching press*)

### 1. **Construct a Complete Plot**

Include an introduction, rising action, a climax, falling action, and a conclusion.

### 2. **Provide Descriptive Details**

Use language that *shows* rather than *tells*.

### 3. **Use Dialogue**

Dialogue makes the story more interesting and tells the reader about the characters' personalities.

### 4. **Include Only The Most Important Information**

Every word should contribute to the movement of the story. Leave out extra information.



### Narrative Writing Story Starters

- \* Write a variety of characters, settings, and conflicts on index cards. Place the cards in three containers labeled *Characters*, *Settings*, and *Conflicts*. Choose one card from each container and write a story using these ideas.
- \* Write the next chapter to a familiar fairy tale. For example, tell what comes after the “happily ever after.”
- \* Tell about your favorite holiday memory.
- \* Tell about the time you were most surprised, sad shocked, amazed, depressed, or overjoyed.

### Narrative Writing Checklist

**I included:** a description of each main character; a description of the setting; important events that lead up to and follow the main event; the main conflict of the story and a resolution of the conflict.

**Of course, I made sure that:** I checked my spelling; my writing is clear and makes sense; I included necessary details; and I used a variety of vocabulary words.

### Rhymes & Poetry

([www.trendenterprises.com](http://www.trendenterprises.com))

**Couplet** -- A pair of lines that rhyme. Couplets may be part of a longer poem.

**Light Verse** -- Playful poetry that combines whimsy with mild satire. Nursery rhymes are light verse.

**Limerick** -- A jingling poem of three longer (first, second, and fifth) and two shorter lines (third and fourth) with a rhyme scheme of AABBA.

**Quatrain** – A four-line rhyme. The rhyme scheme may be AABB, ABAB, ABCB, or ABBA. Quatrains are often combined to form a longer poem.

**Haiku** – Short poem of Japanese origins, frequently 17 syllables in length in three lines.

**Free Verse** – Rhythmical lines, usually unrhymed, that vary in length and follow no strict metrical pattern.



## **FUN IDEAS**

### **How to Become a Good Poet**

Practice, practice, practice. You are learning with each poem you write. Try to write a poem each day for one week. Try to make each poem better than the previous one. By the end of the week, your poems will be better, and writing poetry will be easier for you.

Always carry a notebook with you. You never know when you might come up with an idea for a poem or hear a silly word that would be fun to use. A notebook gives you a place to write your ideas before you forget them.

Don't forget to use a dictionary, a thesaurus, and a rhyming dictionary. Sometimes you can get stumped trying to think of a word or a rhyme. These books will give you ideas for words that you may have never thought of using.

Don't edit your poem until you are done. Whether you are writing a poem or a research paper, the first draft is never perfect. But don't edit your poetry as you write it. It will just slow you down, and you might pick words or phrases that are "quick fixes" rather than the "best fixes." Let your poem sit for an hour or two, and then look at it again. You might be surprised how much better it will be.

Proofreading can wait. Spelling and punctuation can be checked after you have edited your poem. Don't worry about it while you're writing. Just write your thoughts as they come to you.

Congratulate yourself. Don't criticize yourself if you think your poetry isn't any good. Each time you write a poem, you become a better poet. Every time you write a poem, give yourself a pat on the back.

Finally...just do it. The hardest part about writing is getting started. It's easier to do almost anything else than sit and write a poem. Believe it or not, once you actually do sit down and write, it's much easier than you thought it would be.

You can get more tips on writing poetry from Kenn Nesbitt's book in progress located at [www.poetry4kids.com](http://www.poetry4kids.com).

**Idea Starters for Poems** Sometimes getting started is the hardest part about writing poetry. Use some of these ideas to help you write your next poem.

*Use Your Senses:* The smell of: freshly baked bread; a campfire; or garbage.

The taste of: your favorite food; hot chocolate; or a hot pepper.

The feel of: a kitten; grass on your feet; or a cool rain on a hot day.

The sight of: a rainbow after a storm; your homework; or of the school bus on the first day of school.

The sound of: your grandma singing; a thunderstorm; or birds chirping.

*Use a Favorite Memory:* Your first day on the job; visiting someone special; spending a holiday with your family; favorite vacation; moment in sports or party.

*Use A Dream:* What is your dream job; your dream house; or what dreams would you make come true with a million dollars.

