**WEEKLY WRITING JOURNAL: May 1,2019**

Tasks:

As my internship comes to an end, my last task was to begin creating May's newsletter. The supervisor enjoyed my newsletters so much for the March and Aprils' newsletter. This time around I was asked to used the same template from the March newsletter. In order to complete the newsletter I had to gather information such as important dates and the lesson plan for the month to incorporate those details onto the newsletter. In order to retrieve the information I went to the principal and also the head teacher. The head teacher gave me the lesson plan for the month and the principal gave me the important dates for the month of May. With the important dates, included vacation dates, math state test, and half days. In regards to the lesson plan, the head teacher gave me a packet that had four main topics in which the students will be focusing on and materials on how to teach those topics.

Learning Objectives:

In order to retrieve the information needed for the newsletter I was able to practice my communication skills. Speaking to the principal of the school wasn't scary but I definitely felt as though I should speak a certain way to show some level of professionalism. While speaking to her I wondered why the important dates weren't even to each teacher. In my experience each teacher received a calendar for the entire school year and all material needed to satisfy all lesson plans. While practicing my communication skills, I was also ale to practice consistency with the newsletters.