**Title:** Safety First! Preventing House Fires

**Objectives**
Students will summarize information and create a safety flyer for a specific audience.

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<tr>
<th>Time frame to Complete</th>
<th>60-90 minutes</th>
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**Stackable Cert.**

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<th>Documentation</th>
<th>Technology</th>
<th>Study / Life skills</th>
<th>EL-Civics</th>
<th>Career Pathways</th>
<th>Police</th>
<th>Paramedic</th>
<th>Fire Rescue</th>
<th>Medical Asst.</th>
<th>EKG / Cardio</th>
<th>Phlebotomy</th>
<th>Practical Nursing</th>
<th>Healthcare Admin</th>
<th>Pharmacy Tech</th>
<th>IMT</th>
<th>AMT</th>
<th>HVAC</th>
<th>Welding</th>
<th>Other</th>
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**Materials**
- Computer with internet access and a word processing program (such as Microsoft Word)
- Flyer instructions (available within the Microsoft Word program. Click menus > File > Project Gallery > Learn > Flyer)
- *Safety First: Creating a Flyer* handout

**Learner Prior Knowledge**
Experience identifying main ideas and supporting details.
Prior computer (word processing) experience will be beneficial. Minimal skills include creating a new document, formatting text (font, size, color), and saving and printing a document.

**Activities**

**Step 1** Explain to students that home fires cause thousands of deaths and injuries and billions of dollars of damage each year in the United States. Today, students will investigate common causes of home fires and create a flyer to provide safety tips to classmates.

**Step 2** Students will visit the National Fire Protection Association website ([http://www.nfpa.org/categoryList.asp?categoryID=1974&URL=Safety%20Information/For%20consumers/Causes](http://www.nfpa.org/categoryList.asp?categoryID=1974&URL=Safety%20Information/For%20consumers/Causes)). Students should spend 15-30 minutes reading about the common causes of home fires. Students will take notes of key concepts and safety tips.
### Step 3
Using the information from their notes, students will create a list of five to ten safety strategies that will help prevent home fires.

### Step 4
Distribute *Safety First: Creating a Flyer* handout. This handout describes the purpose, audience, and criteria for the assignment.

### Step 5
Students will use a word processing program (such as Microsoft Word) to create a brochure or flyer for classmates that provides safety information about the prevention of house fires. Students may use the Flyer instructions (available within the Microsoft Word program. Click the menus > File > Project Gallery > Learn > Flyer) to help them format their documents, but creativity is encouraged. (Students with more computer experience may add artwork, graphs, etc. to enhance their flyers.) If students would like to view sample flyers, a simple internet search using the terms `<sample safety flyer>` will yield many results.

### Step 6
Students will print completed flyers and distribute to classmates.

### Assessment/Evidence
Student-created fire safety brochure/flyer

### Adaptations for Beginning Students
Beginning students may be paired with a more advanced student, or beginning students may concentrate on creating a list of safety strategies rather than a brochure or flyer.

### Adaptations for Advanced Students
Students with more computer experience may add artwork, graphs, etc. to enhance their flyers.

### Teacher Reflection/Lesson Evaluation
This lesson was created by Middletown ABLE.
Safety First: Creating a Flyer

A flyer presents important information in a short, easy-to-read format. Its purpose is to communicate a focused message quickly to an audience. It is common to see flyers posted on bulletin boards to advertise jobs or services, included with coupons in the Sunday newspapers to advertise sales, or sent home from school to notify students of special events or team try-outs.

After reviewing your information about the causes of house fires, you will create a flyer to help your classmates learn about preventing house fires.

Steps

1. Choose at least 5 safety tips to include.
   - Write the safety tips in your own words.
   - Be sure the spelling, punctuation, and grammar are correct.

2. Organize your information.
   - Group similar ideas together.
   - Think about the format. What is the best way to present your information? Numbered or bulleted lists, short paragraphs, and illustrated instructions are a few options to consider.
   - Be concise. You only have one page to communicate your message. Focus on what is most important.

3. Draw attention to your message.
   - Format the message. Consider using different colors, sizes, or font styles to highlight the most important parts of your message.
   - In addition to text, flyers may contain pictures or graphs.
   - Flyers should be eye-catching, but they should also be easy to read. Too many colors, details, or pictures can confuse the reader. When in doubt, keep it simple.

4. Check your work before printing.
   - Is the flyer eye-catching?
   - Does the flyer provide at least 5 safety tips?
   - Is the message easy to understand?
The Amazing 3-D
WORD ART HEADLINE!

Your Local Event
Playbill Title

Day, Time
Address Line 1
Address Line 2
Optional telephone/website

Games ○ Prizes ○ Hot Dogs ○ Cotton Candy

Instructions for creating this flyer begin on page 2.

Photo credits are listed in the Office for Mac 2004 Read Me file.
How we created the flyer

You might want to print these instructions so that you can read along as you examine the flyer on the first page. Look at the flyer in page layout view (on the View menu). Also, display nonprinting characters by making sure Show/Hide $\textcircled{G}$ is selected on the toolbar.

Border

We created the star border that outlines the flyer by using a page border.

To create a border:

1. On the Format menu, click Borders and Shading, and then click the Page Border tab.
2. Under Art, click the design you want.
3. Under Width, click a width, such as 20 point, which determines the size of the border.
4. Under Apply to, indicate the portion of the document to which the border should be applied. We applied the border only to the first section so that it wouldn’t appear on the instruction pages.

Title

We created the title, “The Amazing 3-D WordArt Headline!” with WordArt. WordArt is decorative text — you type it, and Word turns it into a graphical element.

To insert WordArt:

1. Press RETURN a few times, and place your insertion point above one of the paragraph markers.
2. On the Insert menu, point to Picture, and then click WordArt.
3. Select a style, and then click OK.
4. Select a font (we chose Impact) and a font size (for example, 36), and then type your text. Click OK. The WordArt is selected in your document, and the WordArt toolbar appears.

You can use the tools on the toolbar to change the way the WordArt looks. For example, we clicked Format WordArt to display the Format WordArt dialog box. On the Size tab, we changed the height, width, and rotation. On the Layout tab, we clicked Advanced and changed the Horizontal and Vertical absolute positions to ensure that the art stayed where it was placed on the page.

On the toolbar, we clicked Free Rotate and dragged the corners to achieve the effect you see in the flyer. You might want to experiment with these tools yourself to see what happens. Remember, you can always click Undo. 

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Photo credits are listed in the Office for Mac 2004 Read Me file.
Picture

We moved the insertion point to a paragraph marker beneath the WordArt by clicking next to the paragraph marker. We pressed RETURN a couple of times. Then we inserted the clip art (the man with the mustache) from Design Gallery Live. If you want to use a clip in your document, first check out the Clip Gallery, which is installed with Office 2004 and includes a wide variety of professionally designed images. If you don’t find what you want, connect to Design Gallery Live at http://office.microsoft.com/clipart/. This Microsoft website provides additional clips that you can download.

To insert clip art:

1. Under Add Objects on the Formatting Palette, click Insert Clip Art under Graphics.
2. In the Clip Gallery, select a category, and then scroll through the pictures until you find something you like. Select it, and then click Insert.
   Or, click Online to open your Web browser and search the online clip gallery. For this flyer, we chose the Circuses clip from the Entertainment category.

When you select the clip in your document, the Picture toolbar appears. You can use the tools on the toolbar to change the way the picture looks. For example, we clicked Format Picture to display the Format Picture dialog box. On the Layout tab, we clicked In front of text so that the picture would overlap the WordArt. We clicked Advanced and changed the Horizontal and Vertical absolute positions on the Picture Position tab to ensure that the art stayed where it was placed on the page. Then we dragged the picture into the position you see on the flyer.

Text

The remainder of the flyer text was typed and formatted on the page. First we clicked beneath the clip art and typed the text. Then we selected the text and chose some of the text formatting options under Font on the Formatting Palette. For example, you can see that we used different fonts, sizes, and colors.

We also made the following adjustments for the text “Your Local Event” and “Playbill Title.”

- We reduced the leading (the distance between the lines) to 76 points so that the lines would be closer together. To change leading, on the Format menu, click Paragraph. On the Indents and Spacing tab, under Line Spacing, click Exactly and then enter a size—for example, 76.
- We added a shadow to the text. On the Format menu, click Font. On the Font tab, under Effects, select Shadow.
- We reduced the spacing between words to 48 points. To reduce the space between words, first select the space. On the Format menu, click Font. Select the size for the space for example—48.

Photo credits are listed in the Office for Mac 2004 Read Me file.
The pointing fingers on either side of “Playbill Title” and the bull’s-eye symbol separating the words in the last line of text are Wingding characters. To insert a Wingding character, on the Insert menu, click Symbol. On the Symbols tab, in the Font box, select Wingdings. Click the symbol you want, and then click Insert.

**Printing Considerations**

Click Print Preview to see how the flyer is going to look before you print it. If the border is cropped, it is probably not within the printable area of the page, and you'll need to increase the margins. The page border in this flyer is located within the document margins. Your printer also sets its own margins, or "printable area" of the page, which means that it will not print to the edge of the paper. The exact measurements vary by printer type.

*Photo credits are listed in the Office for Mac 2004 Read Me file.*