

TECHNOBiography

Teacher Guide

Lessons for Middle and High School Students: Grades 6 -12



Technology Course for
Microsoft Office

Create a biography.

In this course, students become biographers writing about a person's life story using Word 365. To start, they research a notable figure who has made a difference in the world. Once familiar with events and achievements, students summarize a personal history using heading styles to organize events logically. Contributions are highlighted using a graphic organizer. To help readers connect with the person, artifacts with links to additional information are arranged in a table. Sources of information are cited using a bibliography. Upon completion, the biography is shared with readers. Extension activities challenge students to customize page layout, connect information with bookmarks, or create awards of distinction.

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Introduction

This section provides valuable information about teaching TechnoBiography. It includes an overview of the course. In addition, there are ideas for implementation and technology integration.

For additional guidance, open the course in TechnoHub and select Get Started to access preparatory steps, resource list, and scheduling timetable.

[TechnoBiography Overview](#)

[TechnoBiography Course Outline](#)

[Technology Integration Ideas](#)

TechnoBiography Overview

In this course, students become biographers writing about a person's life story using Word 365. To start, they research a notable figure who has made a difference in the world. Once familiar with events and achievements, students summarize a personal history using heading styles to organize events logically. Contributions are highlighted using a graphic organizer. To help readers connect with the person, artifacts with links to additional information are arranged in a table. Sources of information are cited using a bibliography. Upon completion, the biography is shared with readers. Extension activities challenge students to customize page layout, connect information with bookmarks, or create awards of distinction.



Students complete the following tasks:

- In Session 1, students become biographers. They prepare to write about the life story of a remarkable person. To start, they view a sample biography about a famous astronaut to understand how a person's history and achievements can be summarized. Next, they brainstorm a topic for their own publication. It could be about an inventor, explorer, athlete, or artist. There are so many possibilities!
- In Session 2, students research a significant person's history and accomplishments. The biography should highlight early experiences that influence the person's future, the importance of their achievements, and events that demonstrate their personality. Using tertiary, secondary, and primary sources of information students prepare to write a life story.
- In Session 3, students begin to write the biography. They gain valuable word processing skills as they create a title page. Next, they build the document structure using heading styles. There will be sections for personal history, contributions, media gallery, and a bibliography. Once the framework for the publication is complete, they use the heading styles to make a table of contents, which will allow the reader to quickly find relevant information.
- In Session 4, students start to write the biography. They rephrase their researched information to summarize details about the person's early life, family, education, and career. Transition words are provided to help students connect ideas. Next, they create a SmartArt graphic that highlights accomplishments. To engage readers, an optional activity explains how to design a "bumper sticker" with an inspirational message associated with the person.
- In Session 5, students design a Media Gallery. It will include artifacts of objects from a person's life, such as a video of a performance, link to a speech, or image of a birth certificate. This will help readers form a connection to the person. A table is used to organize the information. Upon completion, students make a bibliography that summarizes their list of sources. To add interest, an optional activity explains how to bookmark a location in a document to connect information in the Personal History section to an artifact in the Media Gallery.
- In Session 6, students share their biography with readers. They select an option for publishing. It could be printed or digital. Prior to publication, an extension activity explains how to customize page layout. Students can adjust the page margins, add headers and footers, and modify line spacing. If time permits, discuss the contributions of the significant person with others. Why are they a source of inspiration?

TechnoBiography Course Outline

| | |
|---|---|
| <p><i>Purpose:</i> Write a biography about a person that has made a difference in the world.</p> | <p><i>Preparation:</i></p> <ul style="list-style-type: none"> • Install Microsoft 365: Word • Share <i>Biography</i> folder with students • Download Word 365 flashcards or tool summary from TechnoHub. |
| <p><i>Objectives:</i> (see Appendix A: Skill Summary)</p> <ul style="list-style-type: none"> • brainstorm a topic • conduct research using a variety of sources • collect artifacts and interpret their meaning • organize notes in a logical order • analyze life events to draw conclusions • explain the importance of a person • cite sources in a bibliography • use styles to layout document structure • highlight contributions in a graphic organizer • connect artifacts to the person using a table • format text, images, and shapes • publish a biography | <p><i>Materials:</i></p> <ul style="list-style-type: none"> • Brainstorm a Topic handout • Research Checklist, Biography Checklist, Research Marking Sheet, Biography Marking Sheet, Biography Skill Summary • Parent Letter and Certificate (optional) • Word 365 Flashcards and Tool Summary (optional) • Biography folder <ul style="list-style-type: none"> ○ Samples: Astronaut, Artist, Politician ○ Organizer template |
| <p><i>Summary of Activities:</i></p> <ul style="list-style-type: none"> • Understand the role of a biographer. Study sample biographies. • Brainstorm a topic for a biography. Select a notable person. • Research basic facts using an encyclopedia. Record information using an organizer. • Continue to research using secondary sources to gain a deeper understanding of the person's life. • Collect artifacts directly connected to the person. Analyze the primary sources to draw conclusions. • Complete a research checklist to confirm readiness to write a biography. • Create a title page for the biography. • Set document structure by adding heading styles and inserting a table of contents. • Write a personal history. Summarize the person's early life, family, education, and career. • Make a graphic organizer of accomplishments. Explain their importance. • Design a media gallery of artifacts using a table. Describe their connection to the person. • Cite sources of information in a bibliography. • Complete a biography checklist. Edit the document based on the assessment. • Share biography with readers as an eBook. Use questions to make a connection to the reader. | |
| <p><i>Extension Activities:</i></p> <ul style="list-style-type: none"> • <i>Create a School Award:</i> Design a certificate of recognition named after the person. • <i>Make a Bumper Sticker:</i> Use drawing tools to make a saying or quote based on the person's life. • <i>Insert a Video:</i> Insert a video clip into the Media Gallery. • <i>Link Artifacts Using Bookmarks:</i> Insert a link that connects to a bookmarked artifact. • <i>Customize Page Layout:</i> Adjust margins, insert headers/footers, or set line and paragraph spacing. | |
| <p><i>Assessment:</i></p> <ul style="list-style-type: none"> • Self-Evaluation (Research Checklist, Biography Checklist) • Teacher Evaluation (Biography Skill Summary, Research Marking Sheet, Biography Marking Sheet) | |
| <p><i>Notes:</i></p> <ul style="list-style-type: none"> • It is recommended students have background knowledge about a historical period or social context related to the person being studied. • Although samples are provided, it is beneficial for students to read biographies or watch documentaries to gain familiarity with the biography genre. • The more current the person, the more digital content available on the Internet. | |

Technology Integration Ideas

In TechnoBiography, students become biographers. They write a biography about a notable person using Microsoft Word. The activities integrate into curriculum and can be included into language arts, history, social studies, science, art, or computer studies.

- *Write a Life Story:* Practice expository writing. Write an engaging life story that offers insight into a person. Captivate **the reader's** attention.
- *Celebrate a Historical Figure:* Develop a deeper understanding of a historical period. Research the contributions of a historical figure. Explain their importance to the past and influence on future events.
- *Acknowledge a Hero:* Inspire others with the accomplishments of personal hero, role model, mentor, or newsmaker. Detail their successes and challenges. Outline reasons their efforts are admirable.
- *Investigate Scientific Contributions:* Appreciate amazing research findings and inventions. Outline the path to discovery of a scientist. Explain how their work has improved the lives of others.
- *Appreciate the Arts:* Learn about an art period or artistic style by studying a famous artist. Examine their artwork. Describe its meaning and how it influenced other artists.
- *Develop Word Processing Skills:* Introduce word processing skills in a computer studies course. Learn to customize styles, insert a table of contents, draw a graphic organizer, organize data using tables, adjust page layout, and add bookmarks.

Understanding the Big Picture

Not sure where to integrate TechnoBiography? There are three samples provided for this course. These samples provide ideas on how you can include these activities in the curriculum.

- ✓ Astronaut: A modern-day explorer, John Glenn's remarkable life as a military leader, pilot, astronaut, and senator, is an inspiration to others.
- ✓ Artist: A Canadian artist, paintings by Emily Carr capture the beauty of the Canadian landscape.
- ✓ Politician: A statesman, Winston Churchill played a major role in leading the Allies to victory in World War II using his strong leadership.



Session 1

Become a Biographer

In this session, students become biographers. They prepare to write about the life story of a remarkable person. To start, they view a sample biography about a famous astronaut to understand how a person's history and achievements can be summarized. Next, they brainstorm a topic for their own publication. It could be about an inventor, explorer, athlete, or artist. There are so many possibilities!

Assignment 1: What is a Biography?

Assignment 2: Brainstorm a Topic

Assignment 1 What is a Biography?

You are going to become a biographer. A biographer is someone that writes about the life story or *biography* of a remarkable person. You will share your biography with readers.



What is a Biography?

A biography is a description of someone's life written by another person. It provides a summary of their personal history, explains the importance of their contributions, and offers insight into their personality. Often a biography will include photographs, video clips, or personal documents.

What facts can be included in a biography?

- Birth
- Death
- Early Life
- Family and Significant Relationships
- Education
- Career
- Accomplishments
- Life Challenges

Understand the Role of a Biographer - Get Personal

List important information about yourself.

1. When were you born?
2. Who are the members of your family?
3. What is the name of your school?
4. What trophy, prize, or certificate have you earned?
5. Read your answers. Does the information tell people who you *really* are?
What information would help people know about you and what makes you special?
6. If a biographer was writing a book about you, what items or events should they study to learn about you?

Study Sample Biographies



A biography is more than a list of facts. It should be PERSONAL! A reader should feel as if they know the person after they are done reading the information.

Study sample biographies to get ideas for writing your own biography.

- ▷ Open *Astronaut* in the *Biography* folder.
Answer the questions.

7. Who is the biography about?

John Glenn

8. Look at the front cover. What has he done that makes him remarkable?

He was a military leader, pilot, astronaut, and a senator.

9. View the headings in the Personal History section of the biography.

What main headings are included?

- Early Life and Family
- Education
- Career
- Follow your Dreams

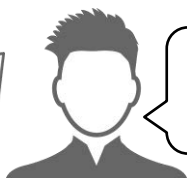
10. A graphic organizer is used to summarize the person's contributions.
What achievement do you find the most important?

11. A table is used to organize artifacts connected to the person.
Click on the name of each artifact. Which artifact do you find most interesting?

12. A bibliography lists sources of information used to write the biography.
How can you use the bibliography to learn more about the person?

Visit each website to read additional information.

- ▷ Close the biography.



View the *Artist* and *Politician* biographies to get even more ideas!

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SAMPLE



Session 2

Research a Hero

In this session, students research a significant person's history and accomplishments. The biography should highlight early experiences that influence the person's future, the importance of their achievements, and events that demonstrate their personality. Using tertiary, secondary, and primary sources of information students prepare to write a life story.

Assignment 3: Research using Tertiary Sources

Assignment 4: Research using Secondary Sources

Assignment 5: Research using Primary Sources

Assignment 6: Research Checklist

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Assignment 5 Research using Primary Sources

You cannot rely solely on tertiary or secondary sources of information when writing a biography. You need to draw your own conclusions about a person. The best way to do this is to study raw data.

Biographical research requires a biographer to collect and analyze artifacts from a person's life.

The artifacts are *primary sources of information*. They are valuable because they offer *first hand* evidence of a life event. Primary sources help biographers to gain an understanding about a person's actions, ideas, beliefs, or emotions.



Types of Primary Sources

A primary source of information is an original artifact that has a direct connection to the person.

What did the person say or write?

- speech or transcript
- journal article
- diary entry
- letter or email
- notebook
- postcard
- interview
- personal blog
- telegram
- autobiography
- social media post by person
- video testimonial

What documents relate to life events?

- birth certificate
- marriage license
- school report card or diploma
- contract or agreement
- membership card
- act or treaty
- warrant
- passport or citizenship certificate
- driver's license
- property deed
- baptism certificate
- will

What did the person make?

- book or poem
- artwork
- song sheet
- play
- manuscript
- invention
- architecture

What did the person do?

- photograph
- video footage of live event
- audio recording of live event
- newspaper article of live event
- eyewitness account of live event
- medieval tapestry
- experiment results

What awards of recognition were given?

- trophy or plaque
- medal or prize
- certificate of recognition

What items did the person own?

- vehicle
- clothing or jewelry
- instrument

Primary Source Tips:

- ✓ *Timing Matters:* A primary source is created at the time of the event or shortly thereafter.
- ✓ *No Judgement:* A primary source is raw data and has not been interpreted by someone else.
- ✓ *Verify Authenticity:* Check the source of the artifact. It should be posted by a reliable source such as a museum, reputable organization, or official fan club.
- ✓ *Copy of Original:* A primary source is often one-of-a-kind or rare. Since there is a limited number, the artifact can be the actual item, digital copy, or exact replica.

Collect Artifacts



Use the Internet to collect three primary sources. Try to find a variety. Where possible, save a picture of the artifact to include in your biography. If it is a video, save the URL.

- ▷ Open your *Organizer* in Word.
- ▷ Record information about each artifact.

| Item Name | Importance | URL (picture of artifact, news story about item, video of artifact in use) |
|-----------|------------|--|
| | | |
| | | |
| | | |

Interpret Importance: Study the artifact. Ask yourself questions to discover its importance.

- Why did you pick this artifact? Why did it attract your attention?
- What do you notice about the artifact? What makes it interesting?
- Why do you think the artifact was created? Who is the audience?
- What does the artifact tell you about the person's personality?
- What feelings or ideas do you think are being expressed?
- What does the artifact tell you about the time period, or society?
- Did the artifact influence future events?

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Session 3

Create Document Structure

In this session, students begin to write the biography. They gain valuable word processing skills as they create a title page. Next, they build the document structure using heading styles. There will be sections for personal history, contributions, media gallery, and a bibliography. Once the framework for the publication is complete, they use the heading styles to make a table of contents, which will allow the reader to quickly find relevant information.

Assignment 7: Create a Title Page

Assignment 8: Set the Document Structure Using Styles

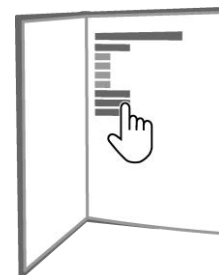
Session 3 Extension Activity: Create a School Award

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Assignment 8 Set the Document Structure Using Styles

In this assignment, you set the document structure using heading styles. Heading styles identify the type of information. They clearly show the reader the difference between main headings and subheadings.




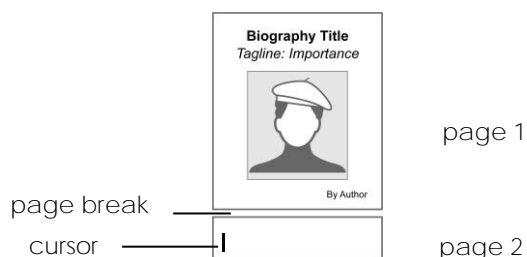
Open the Biography in Word

Insert a Page Break



Your biography will have an interactive table of contents that takes readers directly to information in the biography. To start, you need to make a new page. To do this, you must insert a page break. A page break can be used to add a blank page or divide content onto separate pages.

- ▷ Place the cursor at the END of the front cover. or press CTRL+END to move the cursor to the end of the document.
- ▷ From the Insert tab, click *Page Break*. 



Type Table of Contents Title on the New Page

- ▷ On the new page, type **Table of Contents**. Press ENTER twice.

Add Document Headings

- ▷ Use your skills to insert a new page.  On the new page add the biography headings. Press ENTER twice after each heading:

- **Personal History**
- **Early Life**
- **Family**
- **Education**
- **Career**
- **Contributions**
- **Media Gallery**
- **Bibliography**



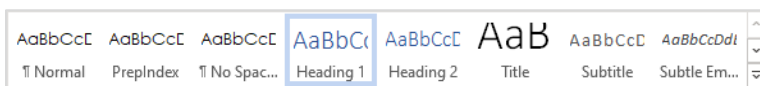
You can change heading names or add additional headings.

Apply Heading Styles



A heading style is a pre-set formatting option applied to text. You will use heading styles to organize information in the biography, create a consistent design, and automatically generate a table of contents.

- ▷ Select the heading *Personal History*.
- ▷ Click the Home tab and locate the *Styles* group. Select *Heading 1*.



- ▷ Apply the Heading 2 style to:
 - Early Life
 - Family
 - Education
 - Career

Heading 1 is a main heading.
Heading 2 is a subheading.

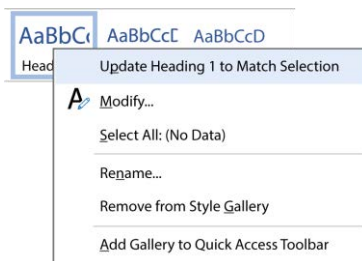
- ▷ Apply the Heading 1 style to:
 - Contributions
 - Media Gallery
 - Bibliography



Select each heading separately so that the Heading Style is not applied to the spaces in between. This is where the facts will be written. They should be normal style.

Customize Heading Styles


- ▷ Select the heading *Personal History*.
- ▷ Format the font **Calibri (Body)**, size **11**, style **BIU**, color **A**, effect **A**, and alignment **≡**.
- ▷ Right click **Heading 1** in the *Styles* group of the *Home* tab. Select *Update Heading 1 to Match Selection*.

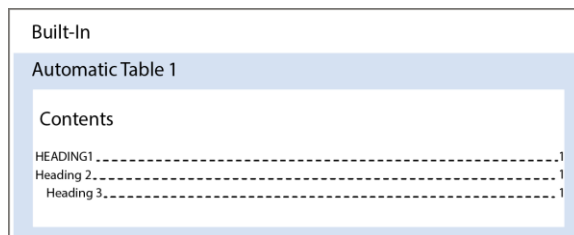


Notice all the Heading 1 styles change.

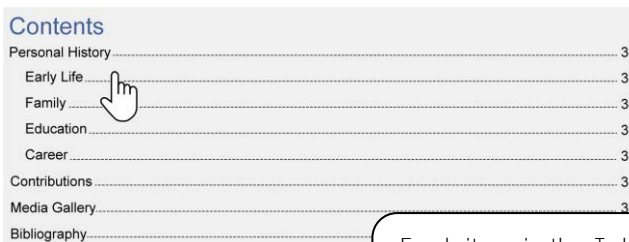
- ▷ Use your skills to customize the *Heading 2* style.

Insert Table of Contents


- ▷ View page 2.
- ▷ Select the *Table of Contents* title.
- ▷ Click the *References* tab.
- ▷ Click *Table of Contents*. 
Select *Automatic Table 1*.



- ▷ Look at the Table of Contents. Hold the CTRL key and click on a heading.
 - The cursor moves to that heading in the biography.



Each item in the Table of Contents is a hyperlink that connects to the page with the information.

- ▷ If you edit or add new headings, to update the Table of Contents:
 - Right click on the Table of Contents and choose *Update Field*. 
 - Choose *Update entire table*.
 - Click OK.

Save the Biography and Exit Word

This is a preview of the teacher guide.
Pages have been omitted.

SAMPLE



Session 4

Explain Accomplishments

In this session, students start to write the biography. They rephrase their researched information to summarize details about the person's early life, family, education, and career. Transition words are provided to help students connect ideas. Next, they create a SmartArt graphic that highlights accomplishments. To engage readers, an optional activity explains how to design a “bumper sticker” with an inspirational message associated with the person.

Assignment 9: Write a Personal History

Assignment 10: Make a Graphic Organizer of Contributions

Session 4 Extension Activity: Make a Bumper Sticker

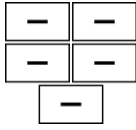
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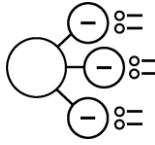
Assignment 10 Make a Graphic Organizer of Contributions

A biography is more than a series of events organized in chronological order. Instead, the telling of a person's life story should explain why their contributions are important.

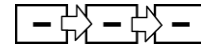
Create a graphic organizer to summarize accomplishments that made a difference in the world. There are many ways to layout the information. Be creative!



Basic Block List
Display accomplishments in separate boxes.




Radial List
Join accomplishments to a central contribution.

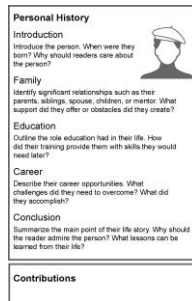


Basic Process
Connect accomplishments in chronological order. End with their influence on today.


Open Biography in Word

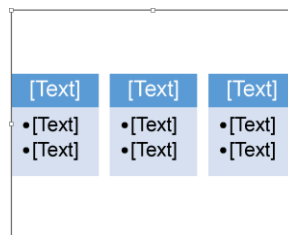
Insert a Page Break (Optional)

- ▶ If you do not have much room left on the *Personal History* page, place the cursor before the heading *Contributions*.
- ▶ From the Insert tab, click *Page Break*. 



Insert a SmartArt Graphic



- ▶ Place the cursor below the *Contributions* heading.
- ▶ Click the *Insert* tab.
- ▶ Click *SmartArt*. 
- ▶ Pick a graphic. Click *OK*.
- The SmartArt appears.

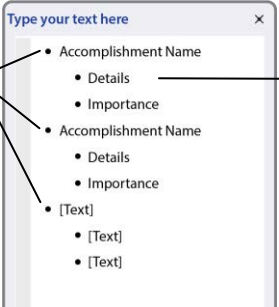


Each shape holds text that is organized in levels. Information may be added in a Text Pane.




Describe the Importance of Accomplishments

- ▷ If you cannot see the text pane, enable it by clicking *Text Pane*  in the *Create Graphic* group on the SmartArt Design tab.
- ▷ Add the first item into the Text pane:
 - Beside the first bullet, type the Accomplishment Name.
 - Press *Add Bullet*  on the SmartArt Design tab. Provide details readers would find interesting. Press ENTER.
 - Explain the importance at the time or afterwards. Press ENTER.
- ▷ Use your skills to add more accomplishments.



Each main item is a shape in the SmartArt. The text is often a heading.

An indented bullet is text inside the shape about the accomplishment.


Want more shapes? Each shape is a main bullet. To add a new shape, press *Add Shape*. 

| Accomplishment Name | Accomplishment Name | Accomplishment Name | Accomplishment Name | Accomplishment Name |
|---|---|---|---|---|
| <ul style="list-style-type: none"> • Describe an achievement. • Explain the importance. | <ul style="list-style-type: none"> • Describe an achievement. • Explain the importance. | <ul style="list-style-type: none"> • Describe an achievement. • Explain the importance. | <ul style="list-style-type: none"> • Describe an achievement. • Explain the importance. | <ul style="list-style-type: none"> • Describe an achievement. • Explain the importance. |

Format the SmartArt Graphic

- ▷ Select the SmartArt.
- ▷ From the SmartArt Design tab, click the *More* arrow in the Layouts group. Select an option.




- ▷ In the SmartArt Styles group, click *Change Colors* . Pick an option.
- ▷ Click the *More* arrow in the SmartArt Styles group. Pick an option.





- ▷ Resize the SmartArt to fill the page. 

Add Pictures to the Graphic Organizer (Optional)

There are two ways to add pictures to the graphic organizer.

- *Method A* is for SmartArt layouts that include a *picture placeholder*. 
- *Method B* is for SmartArt layouts that are text only.




▷ Method A - Insert a picture into a SmartArt placeholder:

- Click the *Insert Pictures* placeholder. 
- From the Insert Pictures dialog box, pick *Online Pictures*. 
- In the search box, type name of person or object. Press ENTER.
- Click on a picture you like. Click *Insert*.







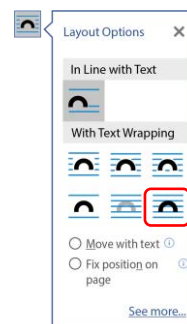
DESIGN TIP

If the picture does not fit the placeholder frame, try the following:

1. Click the *Crop*  menu on the Picture Format tab.
2. Select an option:
 - Choose *Fill*  to resize the picture so the entire picture area is filled. This keeps the original aspect ratio. Any area of the picture that falls outside of the picture area will be cropped.
 - Choose *Fit*  to resize the picture so the entire picture displays inside the picture area. This keeps the original aspect ratio without cropping.

▷ Method B - Insert a picture on the same page as the SmartArt:

- Click outside the SmartArt to make sure it is not selected.
- From the Insert tab, click *Insert Pictures*.
Choose *Online Pictures*. 
Use your skills to search for and insert a picture.
- Select the picture.
Click *Layout Options* and pick *In Front of Text*. 
- Resize  and place  the picture on the page near the SmartArt graphic.



Save the Biography and Exit Word

This is a preview of the teacher guide.
Pages have been omitted.

SAMPLE



Session 6

Share Your Biography

In this session, students share their biography with readers. They select an option for publishing. It could be printed or digital. Prior to publication, an extension activity explains how to customize page layout. Students can adjust the page margins, add headers and footers, and modify line spacing. If time permits, discuss the contributions of the significant person with others. Why are they a source of inspiration?

Assignment 13: Biography Checklist

Assignment 14: Share Your Biography with Readers

Session 6 Extension Activity: Customize Page Layout


This is a preview of the teacher guide.
Pages have been omitted.

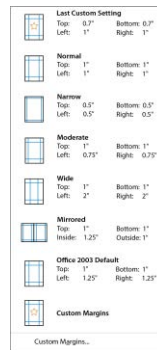
SAMPLE

Session 6 Extension Activity: Customize Page Layout


Make your biography look even better!

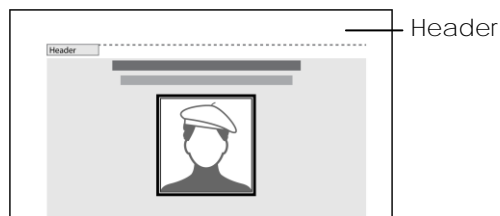
Open the file and follow the instructions to alter the page layout.

1. Open the biography in Microsoft Word.
2. Adjust the page margins:
 - a. Click the *Layout* tab. Click *Margins*. 
 - b. Select an option.

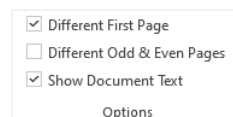




Choose *Wide* if you do not have much text or *Narrow* if you want to fit more on a page.


- c. Preview the document and make any necessary changes.
Note: The SmartArt graphic organizer and some images may not adjust to the margin changes.
3. Insert a custom header:
 - a. Place the cursor on the title page.
 - b. Click the *Insert* tab. Click *Header* . Choose *Edit Header*.

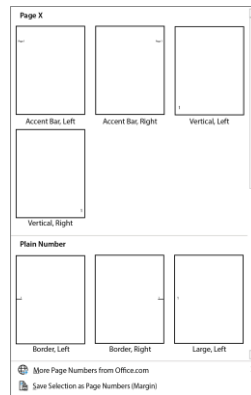


- c. From the *Options* group of the *Header & Footer* tab, click *Different First Page*.





- d. Click *Next*  to move to the header on the next page.
- e. Add information to the header section:
 - Type Name of Person. Press TAB.
 - Type **Biography**. Press TAB.
 - Type **By** Student Name.
4. Insert a custom footer:
 - a. From the *Header & Footer* tab, click *Go to Footer* .
 - b. In the footer section, use your skills to add information such as Class, Subject, Date, or Teacher Name.

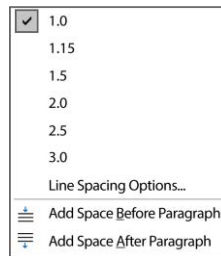
5. Insert a page number in the margins:
 - a. From the Header & Footer tab, click *Page Number*. 
 - b. Select *Page Margins*.
 - c. Pick an option from the gallery.



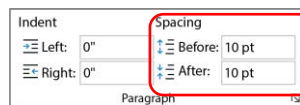
Drag the scroll box to see more options.

- d. From the Header & Footer tab, click *Close Header and Footer*. 
6. Change the line spacing of text:
 - a. Select the text you want to edit. For example, select text in the Media Gallery table.
 - b. From the Home tab, click *Line and Paragraph Spacing*. 

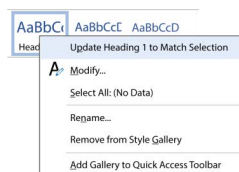
Select an option.



7. Change paragraph spacing of headings:
 - a. Select a heading.
 - b. Click the *Layout* tab. Type a value in the *Before* and *After* Spacing boxes.



- c. Click on the *Home* tab. Right click on the styles heading.
 - d. Select *Update Heading to Match Selection* to make all heading styles look the same.



8. Save the biography and exit Microsoft Word.



Appendices

Refer to the appendices for additional resources:

Appendix A: Assessment Tools

TechnoBiography Skill Summary

Research Marking Sheet

Biography Marking Sheet

Appendix B: Contact Information

This is a preview of the teacher guide.
Pages have been omitted.

SAMPLE

Research Marking Sheet

| | |
|---|-----|
| Tertiary and Secondary Sources of Information | |
| <ul style="list-style-type: none"> • An encyclopedia was used to gather basic facts • At least two secondary sources of information were used to research. • Facts describe a person's life such as birth, death, early life, family, education, and career. • At least three accomplishments are outlined. • Information sources are recorded. • Information sources are trustworthy. | /6 |
| Primary Sources of Information | |
| <ul style="list-style-type: none"> • There are at least three artifacts directly connected to the person. • Artifacts are from a reputable source and are authentic. • There is a variety of artifacts. • Artifacts tell about the person. • The importance of the artifacts is explained. • There is a URL for each artifact that offers additional information. • Readers will find the artifacts interesting. | /7 |
| Organization of Facts | |
| <ul style="list-style-type: none"> • Facts are organized under headings. • Facts are arranged in chronological order. | /2 |
| TOTAL | /15 |

Biography Marking Sheet

| | |
|---|-----|
| Title Page | |
| <ul style="list-style-type: none"> Title is creative and attracts reader attention. Tagline highlights what makes the person important. Picture identifies the person. | /3 |
| Personal History | |
| <ul style="list-style-type: none"> Introduction explains why the person is important. Description of the person's life is thorough. Events are sequenced in a logical order. Information is divided using appropriate headings. Emphasis is placed upon significant events. Conclusion defends why the person is remarkable. Pictures enhance the message and are arranged attractively on the page. | /15 |
| Contributions | |
| <ul style="list-style-type: none"> Graphic organizer layout suits the content. Graphic is formatted to produce a unique design. Achievements are summarized to highlight their importance. | /12 |
| Media Gallery | |
| <ul style="list-style-type: none"> Artifacts are organized using a table. Facts are in a bulleted list. Descriptions for each artifact offer insight into the person. Links for each artifact connect to interesting information. Table style is appealing. | /10 |
| Bibliography | |
| <ul style="list-style-type: none"> Multiple sources of information were used to research. Sources are organized in alphabetical order using a citation style. | /2 |
| Layout | |
| <ul style="list-style-type: none"> Document includes a table of contents. Heading styles are used to categorize and order information. Page breaks are used to divide content. | /3 |
| Quality | |
| <ul style="list-style-type: none"> Writing is in the style of a biography. Spelling and grammar are correct. Facts are rephrased and are not plagiarized. | /5 |
| Comments: | |
| TOTAL: /50 | |

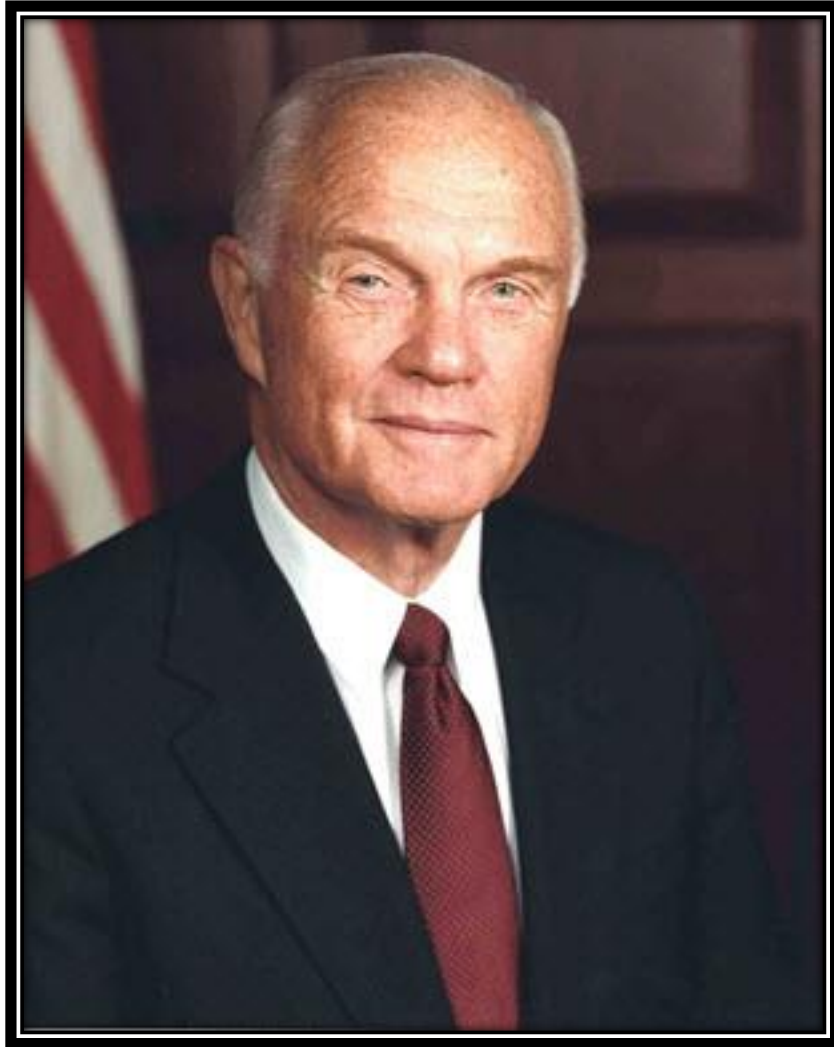


RESOURCE

This course includes a sample of a completed project. Teachers can use this resource for demonstration purposes or as a source of inspiration.

The Amazing Life John H. Glenn

Military Leader, Pilot, Astronaut, U.S. Senator



By Jake Rayner

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Personal History

John Glenn was a famous military leader, pilot, astronaut, and senator. He was born July 18th, 1921 in Ohio. He died on December 8th, 2016. His fearless nature was an inspiration to others.

Early Life and Family

John grew up in New Concord, a small town in Ohio. As a young boy, he had an interest in science and flight. In 1943, he married Anna, his childhood friend. They were married for over seventy years, had two children, and grandchildren.



Education

John attended primary and secondary schools in New Concord. Afterwards, he went to Muskingum College to earn a Bachelor of Science degree in Engineering. In 1942, John joined the US Naval Aviation Cadet Program where he began to develop his superior piloting skills. Many years later he continued his flight training and graduated from the US Naval Test Pilot School.

Career

Military Leader and Pilot



John's military career began in 1943 when he joined the US Marine Corp. He flew 59 combat missions in World War II and later flew missions in the Korean war. In 1948, his passion for flying led him to join the Naval Air Test Center, where he served as a test pilot for Naval and Marine aircraft. He retired from the Marine Corps in 1965 as the rank of Colonel.

NASA Astronaut

In 1959, John was looking for a new adventure. He joined NASA as a Project Mercury Astronaut. Only a few short years later, he would be the first American to orbit Earth in the Friendship 7 spacecraft. He served as an advisor to NASA until 1964, when he left to pursue public office. However, his love of space exploration continued throughout his life and 36 years after his flight into space he returned to NASA in 1998 to be the payload specialist on the Discovery space shuttle. He was 77 years old!



Senator



In 1964, John wanted to become a senator. Unfortunately, his plans were derailed when he had an accident. He spent several years working as a business executive. In 1970, he ran again for senate but lost. He did not give up and in 1974 he was elected to the US Senate. Senator Glenn served four terms. He liked politics and even ran for president, although he did not win. John retired from politics in 1999.

Follow Your Dreams

John had a fearless, adventurous spirit. His life story shows that you can be anything you want, whether it is a pilot, astronaut, or senator. He inspires others to pursue their dreams and never give up.

Contributions



War Hero

- John Glenn flew missions in World War II and the Korean war. In the last nine days of fighting in Korea, Glenn downed three MiGs in combat along the Yalu River. He has been awarded many valor medals.
- His military service helped to protect the US and their allies.



Space Explorer

- John Glenn was the first American to orbit Earth. His flight lasted 4 hours, 55 minutes, and 23 seconds. He is the oldest person to travel into space as part of the NASA STS-95 mission. His contributions to NASA provided the foundation for future engineering of spacecraft.



Speed Record Setter

- John Glenn flew at a record speed of 725.55 mph from LA to NY in 3 hours, 23 minutes, and 8.4 seconds. It was the first transcontinental flight to average supersonic speed.
- The purpose of the Project Bullet flight was to test engine requirements for fighter jets. This helped engineers build better planes for combat missions.

John Glenn: Achievements

Media Gallery

Connect with John Glenn



Watch video from 0:53 to 2:00

Making a Difference

[Watch the Gold Star Mothers Speech](#)

- In 1974, while running for senator, John Glenn gave a speech as part of a debate at the Cleveland City Club.
- During the speech, he defends the importance of a soldier's job. This speech is in response to comments made by his opponent that he never held a job or had to make a payroll.
- John Glenn was proud of his military service and this is a passionate speech. John won the senate election.



[View the Presidential Nominee Campaign Flyer:](#)

- In 1984, John Glenn ran in the presidential primaries for the Democratic Party. The primaries are a way for voters to pick the nominee to run for the President of the United States. Unfortunately, he did not get enough support, so he withdrew.
- His slogan was Integrity Counts. He campaigned to increase public confidence in the government, fight inflation, develop a national energy policy, and have national health insurance.
- John Glenn wanted to improve the lives of Americans.



Read the [White House Press release](#) or [ceremony transcript](#).

[Read the Medal of Freedom Press Releases](#)

- In 2012, John Glenn was awarded the Presidential Medal of Freedom by President Obama.
- The medal is the highest civilian honor and is given to people who have made a lasting contribution to the nation.
- At the ceremony, it was said that, "John Glenn's example has moved us all to look to new horizons with drive and optimism."

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