

Introduction

Dear iEARNers,

First of all we would like to congratulate you for the projects you presented last year, and we want to assure you that we are always thinking of new ideas to improve the iEARN projects and to see continuous success for all the i*EARN students and for i*EARN Egypt God willing...

Here we present to you one of the things that the project committee worked on which is a "Model of a project". This model is like a simple help from other students worked on iearn project as you, and they faced the same problems you faced and here is their experience and suggestions for you to ease the road for you and save time and let you succeed in a nearly perfect project, so you can use this model as a template or like a road map or step by step route for a complete project....

Finally we wish that we were able to help you a little and we are looking forward to see Progress in the projects of the next year with lots of new, creative and GREAT ideas...

Please feel free to contact us any time if you have any Questions, Suggestions, new ideas and We will be happy to reply you anytime....

The **project committee's** mail: iearn_project_committee@yahoo.com

The **Student Board's** mail: s_board@iearnegypt.org

*Best Regards,
The Project committee*

Objectives

Any project should start with the "**Objectives**".... The objectives are the first step on your way to a successful project.

Before we give you a model of the perfect objectives we want to clarify the difference between:

1) **Vision** 2) **Goals** 3) **Objectives**

For example:

The **General Vision** for iEARN is: Connecting youth making a difference

The **Goals:** Developing youth's skills

The **Objectives:** iEARN will help youth to develop their IT skills through giving them **Computer courses** .

**So we can realize from this that the objectives are more specific than the Goals and we come from that that the objectives have Certain Characteristics.....

They must be **SMART** how? Let's see:

S: Specific:

M: Measurable

A: Achievable

R: Relevant

T: Time

**In order to reach Successful objectives you must know that the objectives are the way leading to the outcomes so they must be written so carefully and have the above properties...

What are the Main things that you should include in your objectives?

- **First** thing that should be included in your written objectives is connected to why you have chosen that issue and how your project is expected to help in solving or revealing your ideas.
- **Second** thing is connected to how you think your project will help another people in understanding the issue you have been talking about.
- **Third** thing which have to be included is about the outcomes of the project, and the points included in it that you want to reach through working

on the project. Like(...revealing problem...discussing problem...revealing reasons...revealing possible solutions...etc)

- **Fourth** thing in the objectives may include how the team members expect their skills to develop after working on the project. (Like raising team spirit and team work ,learning new skills and experiences in computer and IT, researching, organizing time, improving language skills and etc)

*** Last thing don't forget that the objectives are very connected to your outcomes so if you succeeded in putting effective objectives and followed them through your project you will be able to see the outcomes of your work very clearly

Towards An Effective Action Plan

Step One: You must put the outlines of Your Project.

Step Two: The team members must sit together and divide the roles among them according to their different skills and the projects' requirements...

Now we have all the available information to start doing an action plan... But do you know what an action plan is?

An action plan is a series of actions/tasks that the team follows to achieve their objectives. This action plan is to be made after you put the outlines for your project.

**There is no one perfect action plan that everyone should follow. But there are some factors you include in your action plan to have a successful one.

Any successful action plan should answer some questions:

Who, What, How and When...

1) "**Who**": while making an action plan, make sure that the roles are divided among all the team members. Tasks should be divided equally between the members.

Hint: 1) Use '*role shifting*' to give the chance to each member in the team to gain the whole experience of working in the project. Role shifting means, each team member makes a different role each time. For example if a member searched the internet once, next time he/she can do something else like making interviews and so on....

2) Divide the roles among all the members. Don't make one member or two only do everything at the same time because the action plan is a clear evidence for team work for the judge evaluating the project.

2) "**What**": In this Point, You will only say what each member is supposed to do.

For example: who: Ahmed

What: He is going to get information about China.

3) “**How**”: Here you will show the way how the task will be carried out. See the following example:

Who: Ahmed

What: Ahmed will get information about China.

How: He will search the internet and the school library

4) “**When**”: Is the most important part of your action plan. While writing it, take these points into your consideration:

- 1- You should have a time frame to finish your project in.
- 2- In your action plan the project should be finished before the deadline with plenty of time to have the chance to revise it and apply any modifications.
- 3- Take care of the dates of holidays, exams and any other days the work progress might stop in.

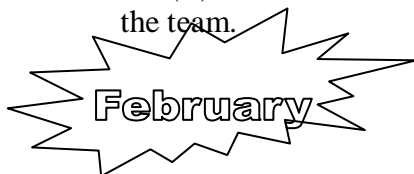
Step Four: Now start organizing your action plan in an organized way. You can make it in the form of a table, squares, circles or you can only put it in points ...

Here are some examples for the designs of action plans

Design no.1:



- Ahmed(X) will get information about China from the internet.
- Mohammed(Y) will write about the history of the USA.
- Hessin(Z) will arrange for an interview with Mr. ... by calling him and getting an appointment for the interview.
- Ali (B) will review chapter 3 of the project after he collects the articles from the team.



- Ahmed (X) will make the interview with Mr. according to the appointment.
- Mohamed (Y) will get information about Egypt from the school library and the internet.
- Hessin (Z) will write about the customs and traditions in China using the information Ahmed (X) has collected.

- Ali (B) will start working on the project website using the available chapters of the project.

Design no. 2:

Who	What	When	How	Comments
Ahmed (X)	Make an interview with Mr.	On 13/2/2006	According to the appointment.	The team members are expected to make a weekly report about their work progress.
Mohammed(Y)	Get information about Egypt.	1/2/2006 – 15/2/2006	Searching the internet and the school library.	
Hessin (Z)	Write about the customs and traditions in China	1/2/2006 – 20/2/2006	Using the information Ahmed (X) has collected.	
Ali (B)	start working on the project website	1/2/2006 – 20/2/2006	Using the available chapters of the project.	

Design no 3:

January

Ahmed(X) will get information about China from the internet.

Mohammed(Y) will write about the history of the USA.

Hessin(Z) will arrange for an interview with Mr. ... by calling him and getting an appointment for the interview.

Ali (B) will review chapter 3 of the project after he collects

February

Ahmed (X) will make the interview with Mr. according to the appointment.

Mohamed (Y) will get information about Egypt from the school library and the internet.

Hessin (Z) will write about the customs and traditions in China using the information Ahmed (X) has collected.

Ali (B) will start working on the project website using the available chapters of the project.

(Note: The action plan doesn't have an ideal shape. You can make it like one of the models and also you can create a new idea but put in mind the same instructions.)

To be BRIEF:

- * Write down all the points included in your project before you start making the action plan.
- * Make the main outlines for the action plan.
- * Keep the time frame always in your mind.
- * Be realistic.
- * Don't change or switch the tasks after you start carrying out the plan.

Now... You are ready to do a suitable and effective action plan!!

Go On....

The Body of the project

Now we are going to give you short hints about ideas and things that u may include in the Body of your project...This body may include short stories, articles, poems, artwork and lots of new ideas that we want to see it in your projects God willing,,

For Now we are going to give you tips on writing the Basics that may be included in the body of any project... Wish you find that a helping tool either in your iearn projects or in any other project you are working on....

Wish you Luck and let's resume our Journey with our project NOW!

Towards writing better Poetry!

To write poetry, you must be willing to dig deep down into your soul. You must write the truth. You must write your feelings and views with a passion. These are very hard things to teach, so we will focus on the more technical aspects of writing poetry.

A poem starts with a thought or an emotion felt from the heart. Poems can be happy or sad, deep, humorous, or even to express anger and sorrow....The choice is up to you and to your own World of imagination.

- **Your first step:** is to write down that idea or thought that you have and want to turn as a poem.
- **The second step:** is to write your thought into lines, don't worry about punctuation or spelling at this time, just change your thoughts to lines. Don't worry about how long or short each line is.
- **The third step:** You must know that any poem should have an introduction, Body and an end as if you are writing a story.
- **The Fourth step:** Start changing these thoughts into organized lines with a rhyme.

Take care! If you want to add rhyme to a poem, you should be very careful in order not to allow the rhyme to cover your message or even change it. So many poets change the meaning for the sake of rhyme. You must let the words come and go freely.

- **The Fifth Step:** Start reading your poem several times and listen carefully to the words and the rhyme of each line.

-**The Sixth Step:** Now you can go back and read your poem again but this time you must check the punctuation as well as the spelling for each word.

The **Final Step:** Think now of an ATTRACTIVE title suitable for your poem.

Note: You can set your poem aside for a while and then return to it later, reread it again with a fresh mind and make any necessary changes.

Things you should do For Being a GOOD poet:

- Be willing to dig down into your soul.
- Write your feelings and views with passion.
- Try to add unique perspective.
- Give life to the objects in your poem by personifying them.
- Leave reality for a moment, close your eyes and become a part of your poem, watch, smell and feel the poem as it unfolds.
- A poet is a dreamer, Daydreaming is necessary to make your stories and poems take on a life.
- Brainstorming allows the mind to breathe free.
- You should write down almost everything about the subject of your poem that comes to mind.
- You must be careful not to use too many pronouns when writing your poetry.

Secrets for Good Writing are (RLW secret):

1. **Read** a lot,
2. **Listen** well and deeply
3. **Write** a lot.

Tips on Writing Creative Stories!

All of us know how to tell a story, but writing a story needs to know some basics or we can call it ingredients. For example, you can't bake a cake without ingredients right? So here are all the ingredients you need to write a story:

Story structure:

What's wrong with this story?

They went to the store, but it was closed! No body was on the street at all; they went home and had ice cream from the refrigerator. The End

The story above has no beginning so it doesn't make much sense.

So we conclude from that, that any story should contain:

- 1) Introduction**
- 2) Body (Complex of the story)**
- 3) The end (solving the complex)**

And this is to avoid ending the story with the same place you started from and boring the reader as well ☺

2- Main characters:

What is your story about?

Every story starts with a main character.

Start by asking yourself some questions (In order to draw a frame for the main character in your mind suitable with the circumstances of the story!)

- Who's your main character?
- What does he, she or it like/ dislike?
- What's your character's personality?
- What does your character look like?

Hint: draw a picture of your main character to help you visualize what he or she is like. It will be FUN isn't it?

3- Setting:

Where does your story take place?

Every story has to happen somewhere; however, the setting can have either a large or small impact on the entire story.

Ask yourself some questions:

- Where does the story take place...in space, china, in your backyard or someplace

from your imagination?

- When does the story take place: in the past, in the present or in the future?
- Has the setting helped developing the character's personality?
- How does the setting helped to illustrate (show) the problem of the main character?

4- The problem (Body):

What is the challenge your character must face and overcome?

When you give your main character a problem to solve, your story comes alive. Be sure to make it a big enough problem.

Important tip: Use conflict in your story, and a conflict means someone or something tries to stop the hero of your story from solving the problem.

Ask yourself questions like:

- what is your main character's problem?
- Is the problem big enough so that it would take a whole story to solve it?
- Do other characters help creating the problem?
- Does the setting influence the problem?
- What steps does your hero take to try and fail to solve the problem?

5- Resolution:

How does the main character finally solve the problem?

The story must have a satisfying ending. The best ending is when the hero is about to give up but solve the problem at the last minute before disaster strikes.

Hint: it's best that the story's hero solves the problem on his or her own.

Ask yourself these questions:

- How does your main character finally solves the problem?
- If possible can they solve it using their own strength?
- Does the story or character end up back where it started?

TAKE CARE!!

- The biggest secret to write a good story is: (**PRACTICE**)

How to do effective interviews??

To be a good interviewer, it is not necessary to be a psychologist. However, you do need psychological skills. Mostly, to be a good interviewer, you have to be high in self-awareness. If you are self-aware, you will be able to read in others what you have learned to read in yourself.

Observe contact reaction as the interviewee walks in the interviewing space:

You must know that interview has already begun once the **interviewee** opens the door.

You should notice what will the candidate first say like "hey", "good morning" and so on then write down what you observe. Later, you will have a chance to interpret your notes, and you may find these points very helpful.

Do not hasten to put the candidate at ease:

This is a mistake that many interviewers constantly commit. The mental and emotional state of the interviewee as they enter into the interviewing process is important data. It can tell you a lot about how they relate to new people, how they handle themselves in introductions, and what their own self-concept is. Of course, after a minute or so, if nervousness persists on the part of the **interviewee**, then you can use some techniques to put the person at ease (such as offering coffee). You do want the person to be as much at ease as possible for the bulk of the interview.

Remember: It is often necessary to re-interview candidates in order to generate data that was not produced during the first interview before a final decision can be made.

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Questions:

1. Ask questions which allow the **interviewee** to do at least 70% of the talking. For the most part, avoid questions that can be answered "yes" or "no." The best questions are ones in which the candidates recount their past experience.
2. Ask only one question about one subject at a time.
3. Ask the easy questions first so as to make the **interviewee** feel comfortable.
4. Spend the entire time writing, recording the **interviewee's** answers and any assumptions you are making.
5. While you are writing, nod occasionally to let the **interviewee** to know you are listening.
6. If the **interviewee** doesn't respond right away to a question, wait. Give them time, while you add to your notes.
7. Follow up: ask the person to tell you more, to give more details.
8. After you have asked the **interviewee** all your questions, allow them time to ask you any questions they have about the project you are working on or any details he/she want to understand about the project.
9. Close the interview by asking the **interviewee** if there is anything they regret saying, any answer they'd like to change, or anything they'd like to add to their previous statements.

10. Spend at least thirty minutes reviewing your notes after the interview and identifying any key qualities that you feel you have not really tested.

DON'T forget to USE the Checking Questions:

Checking questions allow you to make sure you understand the other person's answer. They are useful at any point in the interview but most useful at the end to help you check any assumptions you have made about the applicant.

Examples include:

- Is this what you mean?
 - As I understand it, your plan of action is this. Am I right?
 - Are you saying that was a negative experience?
-

So To be brief lets Write Principles of Good Interviewing in points:

The following are basic **interviewing principles**. Although not an exhaustive list, these **principles** represent basic elements of sound data collection for the interview method.

Basic Interviewing Principles

- 1) Understand the subject matter that the interview will cover.
- 2) Dress appropriately for the setting and person you are **interviewing because the First impression is very important.**
- 3) Have integrity; be honest with the purpose of the interview.
- 4) Keep the purpose of the interview in the forefront of your mind.
- 5) Follow the directions provided.
- 6) Keep your opinions to yourself.
- 7) Take a conversational tone, encourage free and open responses.
- 8) Make every effort to obtain answers to all questions.
- 9) Be respectful, practice patience and tact.
- 10) Pay attention to accuracy and detail.
- 11) Exhibit a real interest in the inquiry, practice good listening skills.
- 12) Keep control of the interview; make every effort to keep your schedule.
- 13) Review your questions before ending the interview. You may want to say something like, "Now Let's see if we've got everything," to allow you to do so.
- 14) Show your appreciation by thanking the interviewee when you are finished.
- 15) Complete your notes provide as much detail as you can, and check for accuracy.
- 16) Respect the interviewee's right to confidentiality.

Basic Reminders of What NOT to Do:

- 1) Don't Offer comments which may place a value judgment on a response.
- 2) Don't allow your tone of voice to betray your thoughts.
- 3) Don't interrupt a response, even if it is not relevant to the question or purpose of the interview.
- 4) Don't add your own point of view to answers which aren't clear

Questionnaire Construction

A carefully constructed questionnaire is essential to the success of any survey .

Questions must be:

- 1) Clear
- 2) Easy to understand
- 3) Directed toward a specific objective

- They **MUST** be designed to elicit/extract information that meets the study's data requirements.

- You as a Researcher need to **define the objective** before trying to develop a questionnaire because the objective determines the substance of the questions and the amount of detail.

**A common mistake in constructing questionnaires is to ask questions that interest you as a researcher but do not yield information useful in deciding whether to accept or reject a hypothesis.

Finally the most important rule in composing questions is to maintain impartiality.

The questions are usually of three kinds:

Open-ended, dichotomous, and multiple choice.

***Open-Ended Question:**

What is your general opinion of iEARN?

***Dichotomous Question:**

Are you a member in iEARN?

Yes ___ No ___

***Multiple – Choice Question:**

What age group are you in?

Under 20 ___

20-29 ___

30-39 ___

40-49 ___

50-59 ___

60 and over ___

You as a Researcher must be very careful about questions that a respondent might consider too personal or that might require an admission of activities that other people are likely to condemn

Questions of this type should be worded in such a way as to make them less offensive.

How can we write an Effective article?!?

An article is a tool to express ideas. So the first step to write a good article is to have your ideas on mind. That's very important to pave the road for you into a rich article.

After you determine your ideas you can then convert them into brief written points. The arrangement of these points according to an order which provide a development for the ideas is very essential.

When you are writing about a certain topic you should express all the points of view concerning it. Dividing your article into paragraphs is a good idea, where you make a paragraph for the acceptance side or advantages and another for the refusing side or disadvantages and a third for conclusions. The paragraph style of articles is the most used these days and it is the most efficient style to express your ideas in a fair, organized way. The paragraph is divided into sentences which should be carrying their meaning in brief and full words. The shorter your sentence is the better. Expressing ALL the points of view and contradictions and fusing between them and how you did that is always the measure of how good is the article.

Fairness also is an important matter; you can't speak much on this idea or point of view and neglect or just mention that one. You should equalize between all ideas and if you are more attracted to one of them you can mention that at the end while you are writing the final conclusion. Your conclusion should be logic, proved with many proofs and examples.

The last thing I want to mention is that what I was talking about is the ordinary way of writing articles but remember that creating a new EFFICIENT style of writing articles will be greatly welcomed. We all need such creative shares. So be a free creative writer not limited by certain rules.

Reading and only reading is the way to improve your style of writing. You should read the newspaper's articles. They will enrich you and improve your style greatly.

By the way: you have just read an article ☺

The final Writing...

-What is the Final Writing?

The Final Writing is a short brief of one or two pages that explains briefly what the team members has done in the project all the year according to the division of their project... i.e.: The Conclusion that they reached after working on the project.

-What is the importance of the Final Writing?

- 1) This Final Writing is very important because it shows the readers how your researches, interviews and all your efforts through the year made you reach a Final conclusion about the topic you are working on...
- 2) Also the final writing helps in organizing all the ideas that are in all the parts of the project into a sheet of all what you reached in brief which makes it clearer and more interesting for the reader.

-It may include:

- 1) A short introduction about the topic
- 2) A short brief about how they divided their project and a hint about what they reached in each division.
- 3) The results that they reached after working
- 4) The things they dream to have in the future concerning the topic.
- 5) The opinion of the team about the topic they are working in.
- 6) A short end.

Reflections by the team members

-First remember that the Reflections is a final word by the team members which will stick in mind and should be very concentrated, amusing and containing everything you wanted to say at the conclusion of your project but in very few lines so it's a very short brief for what you wanted to say in your project:

Ex: "At last this project was a try to make us feel that this planet is our home and this is our future which we have to take care of for the coming generations."

See how, you have to be very creative and find the very suitable and convenient words which can let you express the teams feelings for this project which will touch the reader

*****N.b: The final words are a clear Evidence for the team Work.**

Also in your last words for the project you may thank the people who helped the team and recognition for anyone who offered his help or offered anything for the team.

Finally you can just say few simple words for the readers to thank them for reading and hope they have enjoyed the project and learned from it.

Now, we wish that this model of a project has helped you a little and added to your project ... We wish to see progress in all the iearn projects next year God willing... Please Fell Free to Contact us anytime and we will be very happy to answer all your questions,,,

Best Regards,
The Student Board