

Core Knowledge[®] Administrative Unit/ Thursday Presentation Format (Model to use when typing)

Each new section should line up under the first letter of the first word above it. Use **TABS** set at .5” to create this alignment. (Or, use the template provided on our website)

TITLE

Special Area: Administration

Grade level(s) served: *

Written by: (Name, School)

I. ABSTRACT (in bold)
*

II. OVERVIEW (in bold)
A. Content from the *Core Knowledge Sequence*:
1. *
B. Administrative Issues to be addressed:
1. *

III. RESOURCES (in bold)
A. *

IV. PRESENTATION OUTLINE (in bold)
A. *

V. HANDOUTS/WORKSHEETS (in bold)
A. * (plain text)

VI. BIBLIOGRAPHY (in bold)
A. * (plain text except titles which are *italicized*)