

# Fill-in-the Blank Reports

**Grade Level(s):** K, 1<sup>st</sup>  
**Curriculum Connections:** ELA/writing; other subject areas depending on content of writing

**Description:** Designed for primary students, this activity encourages emerging readers to publish informative reports in a fill-in-the-blank style. Using **Microsoft Word**, teachers create a customized “form” for students to complete. This allows children to express their comprehension of a subject without being limited by writing ability.

**My Animal**

by [ ]

My animal is the [ ]. The [ ] lives in the [ ]. It eats [ ]. I [ ] This animal likes to [ ]

Here is a picture of my animal.

baboon  
dolphin  
elephant  
giraffe  
gorilla  
hippopotamus  
kangaroo  
koala  
lion  
monkey  
panda  
penguin

## Instructions:

1. Open a Fill-in-The-Blank template in Word. If accessing the template from the ShenTRAC web site ([www.shenet.org/district/shentrac/oldwebsite/Curriculumdevelopment/tracdev\\_K2ELA.htm](http://www.shenet.org/district/shentrac/oldwebsite/Curriculumdevelopment/tracdev_K2ELA.htm) -- in this case, an animal report), right-click on the link for the template. Choose **Save Target As** and save to your F: drive or the Student S: drive. Then open from the saved location.
2. **“Unlock” the template.** When used by students, the form/template is locked – only designated sections (i.e. fill-in-the-blank areas) can be modified. To edit the form, you must unlock it. Use the **View** menu to select **Toolbars** → **Forms**. A **Forms Toolbar** will appear. If the “lock” icon is highlighted and outlined, it is locked. Click the icon to **unlock** it.
3. **Edit the form.** Once unlocked, the form works like any other word processing file. Edit text as necessary.
4. **Edit the form fields.** Form fields allow users to easily fill-in information. Form fields can be text boxes, check boxes or drop-down menus. To edit the options for a particular form field, double-click on the gray area that represents the form field. Change desired options and click **OK**. To delete a form field entirely, simply highlight it and press the **delete** key.
5. **Add a new form field.** To add additional form fields, position the cursor where you want the form field to appear. Click one of the options on the Forms toolbar (text box, check box, drop-down menu).
6. **Lock the form.** When finished editing, click the **lock** icon on the forms toolbar. Close the forms toolbar by clicking the **“X”** in the right corner of the toolbar. To revise the form, you will need to unlock it.
7. **Save.** When finished, use the **File** menu to select **Save As**. Navigate to the student S: drive (Instructional Share) and save this template in the appropriate school/grade/teacher folder for students to access.
8. **Test the form.** Open the form from the saved location. Make sure all the form fields are working as you intended.

