



Merit® Online Learning Open Punch®

Upper Elementary through College Prep
Intermediate ESL through Advanced
Suitable for Adult Literacy and Special Needs Students

Internet Explorer 6.0+ (Windows)
Safari 3.0+ (Windows and Mac)
Firefox 2.0+ (Windows, Linux, and Mac)

What Does Open Punch® Do?

Open Punch allows teachers to assign their own paragraph-writing topics to complement in-class work. The Open Punch interactive modules help users to organize their thoughts and clearly communicate their ideas in writing. The modules guide users step by step through pre-writing, writing, organizing, editing, rewriting, and publishing.

Open Punch supports writing across the curriculum activities including those in the Common Core State Standards for English Language Arts, History/Social Studies, Science and Technical Subjects.

Scope of the Program

Open Punch complete program: 3 modules. Each module facilitates writing paragraphs for a specific purpose. Instructors may assign the modules in any order. Students may write as many paragraphs as they wish. See Appendix A for sample topics that illustrate the following modules:

OPINION - Present a Point of View
FACT - Inform and Explain
NARRATE - Tell a Story

Implementation

Suggested allocation of time for using the program

For best results we recommend that students use the program 35 to 40 minutes a session for two to three sessions to complete a writing topic. The program should be used throughout the school year to build and reinforce skills.

Suggested overview of student sessions

First session: Choosing a topic, brainstorming, pre-writing, writing and organizing
Second and third sessions: Revising, editing, proofreading, and publishing

Students advance through the program at their own pace. The program accommodates students with a wide range of skills and abilities. The program provides structure and support for students who need the help and engages advanced students by encouraging them to stretch themselves to improve their writing.

Tracking students' work

Students and teachers are able to view progress and time-on-task through students' Online Portfolios and Reports. The Online Portfolio stores all completed or published work. Students and teachers can review student writing to see development and progress over an entire year.

Program Structure or “Anatomy of the Program”

The following pages are a teacher orientation to the Open Punch program structure, using sample screens from the program.

Student's Learning Center

Merit Software Welcome Bill Wood

Home **Online Portfolio** Reports Preferences Log out

Merit Central

- Merit Home Page
- Ordering Information
- Online Learning Support
- Merit Methodology
- Contact Us
- Legal
- Privacy Policy

Welcome to Merit Online Learning

The programs you have been assigned are in the center of the page.

Click the + next to each program name to see the units of the program.

My Learning Center

Courses

Writing

- Paragraph Punch - Reasons
- Paragraph Punch - Details
- Paragraph Punch - Example
- Paragraph Punch - Sequence
- Paragraph Punch - Cause and Effects
- Open Punch

PROGRAM/UNIT	LAST PLAYED	% COMPLETE	ONLINE PORTFOLIO	COMMENTS
Opinion - Present a Point of View				
Fact - Inform and Explain				
Narrate - Tell a Story				

Essay Punch - Description

Essay Punch - Information

Essay Punch - Persuasion

The student clicks the + next to the Open Punch program to see the module names for each unit of the program. The student clicks the module name to start a lesson.

To see all saved writing the student clicks Online Portfolio in the menu bar.

Display Options: Text Size, Rewards, Background Color

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< Back to Learning Center Log out

Reward Options

Do you want reward graphics?

☒ Yes

☐ No

Pick a reward theme.

Artsy ☒

Seacritters ☐

Goomakers ☐

Geograms ☐

Background Color Options

Pick a background color.

Light Blue (default) ☒

Violet ☐

Slate ☐

Mint ☐

Students can choose a graphic reward theme and choose a different background color when they start an Open Punch module.

My Progress

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< Back to Learning Center Topic Print Log out

Open-Punch - OPINION: Introduction The section on which the student is working.

Tip My Progress Introduction Topic Pre-Writing Writing--Topic Sentence More Pre-Writing Writing--Body Organizing Writing--Closing Sentence Revising--Overview Style Sentence Structure Grammar Proofreading Publishing

This "Open-Punch" module will help you write a paragraph that expresses an opinion, makes a claim, or states a point of view. It will help you back up your view with supporting sentences.

The program will guide you in each of the steps you need to write a paragraph.

"Open-Punch" consists of three modules. You are using the correct module if you want to persuade the reader.

To choose another module press Back to the Learning Center.

To continue press OK.

OK

The section or "step" on which the student is working is shown following the program name and module name, as well as in "My Progress."

Introduction

The program orients the student to think about the purpose of the paragraph to be written in the selected module.

Topic

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< Back to Learning Center Topic Print Log out

Open-Punch - OPINION: Topic

Tip My Progress: Introduction Topic Pre-Writing Writing--Topic Sentence More Pre-Writing Writing--Body Organizing Writing--Closing Sentence Revising--Overview Style Sentence Structure Grammar Proofreading Publishing

What is the claim or opinion you would like to write about?

Click Tip to see examples of ideas to write about.

Input

Do not write a sentence.
Enter a phrase expressing an opinion, making a claim, or stating a point of view.

OK

Students are guided to enter an appropriate topic to write about.

Pre-Writing

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< Back to Learning Center Topic Print Log out

Open-Punch - OPINION: Pre-Writing

Tip My Progress: Introduction | Topic | **Pre-Writing** | Writing--Topic Sentence | More Pre-Writing | Writing--Body | Organizing | Writing--Closing Sentence | Revising--Overview | Style | Sentence Structure | Grammar | Proofreading | Publishing

What evidence supports your topic "bicycles are great for transportation"?

Input

Enter only a word or short phrase. Do not write sentences now.

more bike lanes

OK

Pre-Writing Notepad

- car traffic
- exercise

A series of questions encourage students to brainstorm about their topic. The program places students' answers in the Pre-Writing Notepad.

Writing--Topic Sentence

The computer provides examples of topic sentences. Students then write an original topic sentence to introduce their paragraph. Next, they look at their topic sentence together with their pre-writing items and review the items for relevance to the topic sentence.

Writing--Body

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< Back to Learning Center Topic Print Log out

Open-Punch - OPINION: Writing--Body

Tip My Progress: Introduction | Topic | Pre-Writing | Writing--Topic Sentence | More Pre-Writing | **Writing--Body** | Organizing | Writing--Closing Sentence | Revising--Overview | Style | Sentence Structure | Grammar | Proofreading | Publishing

Check a box to select an idea to write about in a sentence.

For the body of your paragraph, choose and write about at least four ideas.

Note: Your topic sentence has been placed in the Writing Notepad.

Select	Pre-Writing Notepad	Writing Notepad
<input checked="" type="checkbox"/>	car traffic	Bicycle riding is a great form of transportation that offers many benefits.
<input checked="" type="checkbox"/>	exercise	More bike riding means less car traffic on city streets.
<input checked="" type="checkbox"/>	more bike lanes	Bicycle riding is a good form of exercise.
<input checked="" type="checkbox"/>	fun and enjoyable	Bicycle riding has become so popular that more bicycle lanes are being built.

In a complete sentence help readers understand why "bicycles are great for transportation."

Sentence Tip

Bike riding is a fun and enjoyable way to travel.

Save Sentence Cancel

Reset OK

Students write sentences for the body of the paragraph. The student's opening sentence appears in the Writing Notepad. Students begin the body of the paragraph by choosing an item from the Pre-Writing Notepad. They use this item in a sentence, which is saved in the Writing Notepad.

Organizing

Open-Punch - OPINION: Organizing

Tip My Progress: Introduction | Topic | Pre-Writing | Writing--Topic Sentence | More Pre-Writing | Writing--Body | **Organizing** | Writing--Closing Sentence | Revising--Overview | Style | Sentence Structure | Grammar | Proofreading | Publishing

You are now ready to organize your sentences.

Your topic sentence has been placed in the Paragraph Notepad. Which sentence would make sense to follow it?

Move at least four sentences, one sentence at a time, into the Paragraph Notepad. Later you will have a chance to review the order of your sentences.

Click > to move each sentence into the Paragraph Notepad.

Writing Notepad **How**

- Bike riding is a fun and enjoyable way to travel.
- More bike riding means less car traffic on city streets.

Paragraph Notepad

- Bicycle riding is a great form of transportation that offers many benefits.
- Bicycle riding is a good form of exercise.
- Bicycle riding has become so popular that more bicycle lanes are being built.

OK

Students decide which sentences to use and in which order.

In the second step of the Organizing section students see their work for the first time in paragraph form in the Paragraph Draft box. Next, students are encouraged to add transitional words to help the sentences flow smoothly from one thought to the next.

Writing--Closing Sentence

The computer provides example closing sentences. Students then write an original closing sentence to conclude their paragraph.

Revising--Overview

Open-Punch - OPINION: Revising--Overview

Tip My Progress: Introduction | Topic | Pre-Writing | Writing--Topic Sentence | More Pre-Writing | Writing--Body | Organizing | Writing--Closing Sentence | **Revising--Overview** | Style | Sentence Structure | Grammar | Proofreading | Publishing

Now it is time to revise your paragraph. You will be able to:

- Add (put in another sentence).
- Change text (change or correct a sentence).
- Remove (take out a sentence).
- Up move / Down move (change the order of sentences).

Click OK to start.

Paragraph Notepad **Add** **Change text** **Remove** **Up move** **Down move** **How**

- Bicycle riding is a great form of transportation that offers many benefits.
- Bicycle riding is a good form of exercise.
- Bicycle riding has become so popular that more bicycle lanes are being built.
- More bike riding means less car traffic on city streets.
- Bike riding is a fun and enjoyable way to travel.
- For a variety of reasons, bicycle riding is a wonderful form of transportation.

OK

Here, for the first time, students review their whole paragraph in the Paragraph Draft. The computer asks the students to check their work and guides them in the use of the Add, Change Text, Remove, and Move buttons.

Revising Options

WELCOME Bill Wood

< Back to Learning Center Topic Print Log out

Open-Punch - OPINION: Proofreading

Tip My Progress: Introduction | Topic | Pre-Writing | Writing--Topic Sentence | More Pre-Writing | Writing--Body | Organizing | Writing--Closing Sentence | Revising--Overview | Style | Sentence Structure | Grammar | **Proofreading** | Publishing

REVISING OPTIONS - These lessons can help you improve your writing.

☒ Style ☒ Sentence Structure Grammar Proofreading and Spell check Go to Publishing

(4 of 8)

Be sure you have used a capital letter to begin the names of...

- historical events (In 1945, World War II ended.)
- nationalities (The ancient Romans built strong buildings and bridges.)
- languages (Today, English is spoken throughout the world.)
- religions, sacred names and texts ("The Book of the Dead" was a religious text of the ancient Egyptians.)

To make a change, use Change text.

Paragraph Notepad Add | Change text | Remove | Up move | Down move | Spell check | How

- Bicycle riding is a great form of transportation that offers many benefits.
- Bicycle riding is a good form of exercise.
- Bicycle riding has become so popular that more bicycle lanes are being built.
- More bike riding means less car traffic on city streets.
- Bike riding is a fun and enjoyable way to travel.
- For a variety of reasons, bicycle riding is a wonderful form of transportation.

Students are presented with optional lessons to help them improve their writing.

The Revising Options include four subsections: STYLE, SENTENCE STRUCTURE, GRAMMAR, AND PROOFREADING. Each subsection contains lessons designed to help students improve their language arts skills. The record-keeping program lets the teacher know which subsections the students have completed.

Publishing

WELCOME Bill Wood

< Back to Learning Center Topic Log out

Open-Punch - OPINION: Publishing

Tip My Progress: Introduction | Topic | Pre-Writing | Writing--Topic Sentence | More Pre-Writing | Writing--Body | Organizing | Writing--Closing Sentence | Revising--Overview | Style | Sentence Structure | Grammar | Proofreading | **Publishing**

Publishing Menu

Review Spell check **Save**

Do you want to continue revising or are you ready to publish? If you want to revise, click Review. The computer will then return to the Revising--Overview section.

Click Spell check if you want the computer to help you check your spelling.

Click Save when you are ready to save your finished paragraph to your Online Portfolio.

After saving you will be able to print and copy your work to a word processor.

Paragraph Draft

Bicycle riding is a great form of transportation that offers many benefits. Bicycle riding is a good form of exercise. Bicycle riding has become so popular that more bicycle lanes are being built. More bike riding means less car traffic on city streets. Bike riding is a fun and enjoyable way to travel. For a variety of reasons, bicycle riding is a wonderful form of transportation.

Students are given the opportunity to continue revising their work before publishing. Students have a final opportunity to review their work before saving it – “publishing” it – to their online portfolio. All published writing is stored in the Online Portfolio.

Post Published Edits

Once students have finished the program, they can view their published work in the Online Portfolio. In addition to viewing completed work, students can make edits to published paragraphs.

Use this button to edit your published paragraph.

Unit Overview

Published works	1
-----------------	---

Current Topic Overview

Date started	8/22/2014
Date last played	8/22/2014
% complete	100%
Last session time	00:17:01
Rounds	1
Total time	00:17:01

Section Progress

Introduction	Completed
Topic	Completed
Pre-Writing	Completed
Writing--Topic Sentence	Completed
More Pre-Writing	Completed
Writing--Body	Completed
Organizing	Completed
Writing--Closing Sentence	Completed
Revising--Overview	Completed
Style	Completed
Sentence Structure	Completed
Grammar	Completed
Proofreading	Completed
Publishing	Completed

Bill Wood
Open Punch - Opinion - Present a Point of View
0 Comments | View all work for this program

View Student's Work

- Pre-Writing Notepad
- Writing Notepad
- Paragraph Notepad
- Published Paragraph
- Post Published Edits**

Print

Bicycle riding is a great form of transportation that offers many benefits. Bicycle riding is a good form of exercise. Bicycle riding has become so popular that more bicycle lanes are being built. More bike riding means less car traffic on city streets. Bike riding is a fun and enjoyable way to travel. For a variety of reasons, bicycle riding is a wonderful form of transportation. Edited Text.

Edit

Earlier Revisions

Revision 1
10/9/2014 9:59:06 AM 00:00:06

Bicycle riding is a great form of transportation that offers many benefits. Bicycle riding is a good form of exercise. Bicycle riding has become so popular that more bicycle lanes are being built. More bike riding means less car traffic on city streets. Bike riding is a fun and enjoyable way to travel. For a variety of reasons, bicycle riding is a wonderful form of transportation. Edited Text.

Original

Bicycle riding is a great form of transportation that offers many benefits. Bicycle riding is a good form of exercise. Bicycle riding has become so popular that more bicycle lanes are being built. More bike riding means less car traffic on city streets. Bike riding is a fun and enjoyable way to travel. For a variety of reasons, bicycle riding is a wonderful form of transportation.

In addition to making edits, students can see the current state of their work, review past versions, and print their newly updated paragraphs. The paragraph as it was initially published will be preserved both on the Published Paragraph screen, and on the Post Published Edits screen under the title "Original."

Monitoring Student Work in the Online Portfolio

The Online Portfolio shows the student's most recent work in each module. In addition, the Online Portfolio stores all published work.

Accessing Student's Most Recent Work

Unit Overview

Published works	1
-----------------	---

Current Topic Overview

Date started	8/22/2014
Date last played	8/22/2014
% complete	100%
Last session time	00:17:01
Rounds	1
Total time	00:17:01

Section Progress

Introduction	Completed
Topic	Completed
Pre-Writing	Completed

View Student's Work

Pre-Writing Notepad Writing Notepad Paragraph Notepad **Published Paragraph**

Print

Bicycle riding is a great form of transportation that offers many benefits. Bicycle riding is a good form of exercise. Bicycle riding has become so popular that more bicycle lanes are being built. More bike riding means less car traffic on city streets. Bike riding is a fun and enjoyable way to travel. For a variety of reasons, bicycle riding is a wonderful form of transportation.

<< Back to List of Courses

Course Comments

FIRST NAME	LAST NAME	LAST PLAYED UNIT	DATE LAST PLAYED	% COMPLETE	ONLINE PORTFOLIO
Bill	Wood	Opinion - Present a Point of View	8/22/2014	100%	View

Paragraph Punch - Cause and Effects (Paragraph Punch - Cause and Effects)

Paragraph Punch - Details (Paragraph Punch - Details)

Paragraph Punch - Example (Paragraph Punch - Example)

Page: << 6 7 8 9 10 >>

To view the Performance Detail for a student's most recent work, click the unit name in the snapshot view.

Welcome to Merit Online Learning

Your course assignments are in the center of the page.

Click the course name to see the course information page.

Click the + to see the course snapshot view.

To go directly to the performance details for a student's most recent work, click the program unit name in the student's row.

Teachers go directly to a student's most recent work by clicking the module name in the course Snapshot View on their home page. Although the Parent / Tutor interface looks different, users click the module name on their home page as well.

Online Portfolio Performance Detail

Unit Overview

Published works	1
-----------------	---

Current Topic Overview

Date started	8/22/2014
Date last played	8/22/2014
% complete	100%
Last session time	00:17:01
Rounds	1

View Student's Work

Pre-Writing Notepad Writing Notepad **Paragraph Notepad** Post Published Edits

Print

Bicycle riding is a great form of transportation that offers many benefits. Bicycle riding is a good form of exercise. Bicycle riding has become so popular that more bicycle lanes are being built. More bike riding means less car traffic on city streets. Bike riding is a fun and enjoyable way to travel. For a variety of reasons, bicycle riding is a wonderful form of transportation.

The Performance Detail opens with the Notepad displaying the student's most recent work.

Online Portfolio Performance Detail – Reviewing Earlier Stages

The screenshot shows the 'Open-Punch' software interface. At the top, there's a navigation bar with links: Home, My Profile, Courses, Students, Reports, School Preferences, Documentation, Access Periods, and a Log out button. Below this is a breadcrumb trail: Learning Center > Bill Wood - Open Punch > Opinion - Present a Point of View. The main content area has a header with '<< Bill Wood >>' and '<< Open Punch - Opinion - Present a Point of View >>'. Below the header, there's a link '0 Comments | View all work for this program'. The left sidebar has two sections: 'Unit Overview' showing 'Published works: 1' and 'Current Topic Overview' showing 'Date started: 8/22/2014', 'Date last played: 8/22/2014', and '% complete: 100%'. The main content area has a 'View Student's Work' section with three tabs: 'Pre-Writing Notepad' (selected and circled in red), 'Writing Notepad', and 'Paragraph Notepad'. Below the tabs, there's a 'Print' button and a text area containing the text: 'Bicycle riding is a great form of transportation that offers many benefits. car traffic exercise more bike lanes'.

To see how the student's writing developed you may view earlier stages of the work, such as the student's Pre-Writing Notepad.

Online Portfolio Performance Detail – Post Published Edits

The screenshot shows the 'Open-Punch' software interface. The left sidebar is the same as the previous screenshot. The main content area has a 'View Student's Work' section with three tabs: 'Pre-Writing Notepad', 'Writing Notepad', and 'Paragraph Notepad'. The 'Post Published Edits' tab is selected and circled in red. Below the tabs, there's a 'Print' button and a section titled 'Earlier Revisions'. This section contains a 'Revision 1' entry with a timestamp '10/9/2014 9:59:06 AM' and a duration '00:00:06'. The text area contains the text: 'Bicycle riding is a great form of transportation that offers many benefits. Bicycle riding is a good form of exercise. Bicycle riding has become so popular that more bicycle lanes are being built. More bike riding means less car traffic on city streets. Bike riding is a fun and enjoyable way to travel. For a variety of reasons, bicycle riding is a wonderful form of transportation. Edited Text.' Below this, there's an 'Original' section with the same text as the revision.

To see changes that students have made to their writing after publishing, you can access the Post Paragraph Edits tab.

Online Portfolio – All Work for a Student

The screenshot shows the 'Open-Punch' software interface. The left sidebar is the same as the previous screenshots. The main content area has a 'View Student's Work' section with three tabs: 'Pre-Writing Notepad', 'Writing Notepad', and 'Paragraph Notepad'. The 'Published Paragraph' tab is selected. Below the tabs, there's a 'Print' button and a text area containing the text: 'Bicycle riding is a great form of transportation that offers many benefits. Bicycle riding is a good form of exercise. Bicycle riding has become so popular that more bicycle lanes are being built. More bike riding means less car traffic on city streets. Bike riding is a fun and enjoyable way to travel. For a variety of reasons, bicycle riding is a wonderful form of transportation.' A red callout box on the right side of the screen says: 'Click to view a table of contents containing both published and in-progress work.' A link 'View all work for this program' is circled in red.

You can get a view of all of a student's work in a given program with the Table of Contents view.

Online Portfolio Table of Contents

Learning Center > Bill Wood - Open Punch > **Open Punch**

Student Name: Bill Wood
Course: Open Punch (Open Punch)

All student work is stored in the Online Portfolio. Click the link in the Performance Detail column to view this work.

Program Unit	Performance Detail	Date Last Played	% complete	Rounds	Segment Time
Fact - Inform and Explain	In Progress	8/22/2014	40%	1	00:00:52
Narrate - Tell a Story	In Progress	8/22/2014	57%	1	00:00:53
Opinion - Present a Point of View	Published work ✓	8/22/2014	100%	1	00:17:01

<<Click here to go back

To view the student's previous work select the Performance Detail you wish to view from the online portfolio table of contents.

Navigating the Performance Detail Interface

Learning Center > Bill Wood - Open Punch > **Opinion - Present a Point of View**

0 Comments | View all work for this program

Unit Overview
Published works: 1

Current Topic Overview
Date started: 8/22/2014
Date last played: 8/22/2014
% complete: 100%
Last session time: 00:17:01
Rounds: 1
Total time: 00:17:01

Section Progress
Introduction: Completed
Topic: Completed
Pre-Writing: Completed
Writing--Topic Sentence: Completed
More Pre-Writing: Completed
Writing--Body: Completed
Organizing: Completed
Writing--Closing Sentence: Completed
Revising--Overview: Completed
Style: Completed
Sentence Structure: Completed
Grammar: Completed
Proofreading: Completed
Publishing: Completed
Sections indicated in green are optional

View Student's Work
Pre-Writing Notepad
Published Paragraph
Writing Notepad
Post Published Edits
Paragraph Notepad

Print
Bicycle riding is a great form of transportation that offers many benefits. Bicycle riding is a good form of exercise. Bicycle riding has become so popular that more bicycle lanes are being built. More bike riding means less car traffic on city streets. Bike riding is a fun and enjoyable way to travel. For a variety of reasons, bicycle riding is a wonderful form of transportation.

<< Back to List of Courses

Navigate the records with the double arrows

The progress monitor tracks the exact step of the Punch writing process on which the student is working. It also shows whether the student has completed the optional revising segment.

The Student Performance Detail also displays overview and progress statistics that the program tracks.

Monitoring Student Work With Reports

The Reports are useful for monitoring student summary information and statistics for the Open Punch modules. You can view and export information about a whole class.

Performance Summary Report

Performance Summary Report

Student Name: Wood, Bill
Course: Open Punch
Program: Open Punch
Teacher: Brown, Brad

Select the rows you wish to view, print or export.

View/ Print Export

<input type="checkbox"/>	Program Unit	Published Works	Works in Progress	Completed Revising Sections	Date Started	Date Last Played	Time
<input type="checkbox"/>	All Units	1	2	3	8/22/2014	8/22/2014	00:18:46
<input type="checkbox"/>	Opinion - Present a Point of View	1	0	3	8/22/2014	8/22/2014	00:17:01
<input type="checkbox"/>	Fact - Inform and Explain	0	1		8/22/2014	8/22/2014	00:00:52
<input type="checkbox"/>	Narrate - Tell a Story	0	1		8/22/2014	8/22/2014	00:00:53

The Performance Summary report tracks the number of published works, works in progress, and completed revising sections. It includes Date Last Played, Date Started, and Time on Task.

Appendix A

Open Punch can be used for student writing across the curriculum.

Below are some sample writing activities that can be done in the Open Punch modules:

Opinion – Present a Point of View

Letter from Birmingham Jail by Dr. Martin Luther King, Jr. activities

Who is Dr. King's intended audience? What evidence do you have of this, both within the text and without?

In argumentation, it's common--and effective--to acknowledge the opposing argument and then proceed to discredit it. Where does King do this? Is it effective and why?

Fact – Inform and Explain

Seeing Eye to Eye, National Geographic Explorer web site activities

<http://magma.nationalgeographic.com/ngexplorer/0909/articles/mainarticle.html>

Explain how, according to this article, your eyes use light to enable vision. Provide an example from the text and from your own experience that show this is true.

Cite specific evidence from the text that explains how the cornea, pupil, lens, and retina use light to enable us to see. Explain the terms “reflection” and “refraction” as they are described in the article.

Narrate – Tell a Story

In *Frindle*, Nick Allen likes to stir things up. He is full of creative ideas that he carries out in school to the delight of his classmates. Write about a creative activity that you would like to carry out in your school.

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