

Formatting your page for the CT COLT Rhyme Celebration

Please submit your rhymes in the format of the example below.

All in Times Roman please!!!! Take a look at Program Booklets from recent years.

Page Set-Up: Top and bottom margins 1”, left and right margins 1.25”

Top of page, centered, Font 14, bold face: Town and Public or Private

Second line, centered Font 12, bold face: Name of School

Third line, centered, Font 12, bold face: Name(s) of Teacher(s)

Skip line

Not bold-left margin: names of children. In parenthesis put grade level and language.

Abbreviations at bottom of page for language

Skip line

Bold face, Font 12, quotation marks, title of poem, centered.

Skip line

Rhyme itself is not Bold, centered. (Make sure that it is 4 lines max for solo, 8 for duet, 16 lines max for 3-8 children)

Graphics: Please include clip-art that represents your rhyme(s.) Black and white or simple-lined graphics print best. Please double check before submitting.

Example:

**Roxbury Public Schools
Booth Free School
Teacher: Mary Rose Granka**

Cassidy Borger, Andres Espinosa, Emma Krebs, Connor Richardson, Sierra Soletsky
(3rd gr – SP)

“Caballito blanco”



Caballito blanco,
sácame de aquí,
llévame a mi pueblo
donde yo nací.



Tengo, tengo, tengo,
tú no tienes nada,
tengo tres ovejas
en una cabaña.

Una me da leche,
otra me da lana,
y otro mantequilla
para la semana.



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Language Abbreviations

AR = Arabic CH = Chinese ESOL = Eng Speakers Other Lang FR = French
GE = German GK = Greek IT = Italian JA = Japanese KO = Korean
LA = Latin POL = Polish POR = Portuguese RU = Russian SP = Spanish etc.

Capitalization Conventions in Rhyme Titles

Romance Languages

You DO NOT capitalize every word in the title, as in English.
Capitalize first word and names.

Here are some examples:

French: “Il était un petit navire”

But: “Sur le Pont d’Avignon” (name of bridge)

Spanish: “Los pollitos dicen”

But: “La Puerta de Alcalá” (name of city door)

Italian: "La bella ortolana"

Non-Romance

German

In German you capitalize nouns and names despite of whether they are in a title or not.
All other words are not capitalized.

“Wer will fleissige Handwerker sehn”
"Handwerker" is the noun and therefore gets capitalized.

I do not have capitalization rules for other languages; you will have to ask native speakers.