

Speaking of Speech.com

Materials Exchange Sharing Guidelines

As a user:

You are welcome to print and use all materials on the Materials Exchange page for educational purposes only. You may not publish or sell these materials without written consent from the contributing author.

No claims, promises, or guarantees are stated or implied by the contributing authors or Speaking of Speech.com. You alone are responsible for applying your professional judgment to the use of any and all of these materials.

As a contributor: (please print and follow these guidelines closely)

If you would like to share b/w and/or color materials that you've created using BOARDMAKER, APPLEWORKS, CLARISWORKS, or MICROSOFT WORD/WORKS:

- Either email: pat@speakingofspeech.com and include your material(s) as an attachment to the email, OR
- Mail your materials on disk to: Speaking of Speech.com, Inc., 960 Langhorne-Yardley Road, Langhorne, PA 19047. This is recommended for large or multiple files.
- Include a page of detailed directions for use (context, target population, adaptations if any, instructions for assembly if needed, etc.).
- Include at the bottom of all pages a small (9pt) byline and date, if desired.
Example: *by Suzy Smith, Oct, 2001, Shady Grove Middle School.*

NOTE THESE IMPORTANT REQUIREMENTS FOR SUBMISSION:

Your materials will be converted to .PDF files to be posted on the web site. All materials **MUST** have 1/2" margins **AT MINIMUM**.

For best results with BOARDMAKER materials, **DO NOT USE** colored backgrounds in the cells.

Materials must be your own original creation.

Materials that do not conform to these requirements cannot be posted. Disks will not be returned. No editing will be done, so please check your work carefully.

Submission to Speaking of Speech.com indicates permission to post on the web site.