

/spɛltɔk/

SpellTalk PROFESSIONAL DISCUSSION GROUP



Connecting professionals around the world in a virtual learning community for discussion of current research and best practices

You are a member of an international online network of educators dedicated to improving word study skills. Please take a moment to review this important information about using SpellTalk.

Don't lose your SpellTalk subscription

SpellTalk will automatically un-subscribe a member after a certain number of emails bounce back to us. This commonly happens if you are using your school's email system to receive SpellTalk postings; many K-12 schools have very restrictive filters and block many emails.

ALL email providers are now using more robust spam filters that will block SpellTalk postings if you do not **add SpellTalk@listserv.com to your email "Allow" list**; your IT person may need to do this for you.

Adjust your emails settings and filters as needed. If your work email settings can't be changed, subscribe to SpellTalk using another email address.

Posting Messages

To post a message, send an email to spelltalk@learningbydesign.com if you are introducing a new topic (see below for how to respond to a previous post). When posting a message to the listserv, you must **send your email from the same email address that is registered with SpellTalk**. Please **use a very**

specific Subject line. This makes it easier for members to follow threads in discussion and easier to search the SpellTalk archives for specific information. “Visualization technique for developing mental graphemic representations” is a great example of a specific subject line. “Question for listserv”, not so much. Remember: [postings submitted without a specific subject line may be rejected.](#)

Also, tell us a little about yourself! We’re not asking for a biography or anything—though feel free to share!—but we ask that you **include your position title or other credentials with your name, along with your city and state, each time you post.**

Responding to Messages

To respond to a posting, use the email “Reply” function. Check to **be sure the From: field of your reply contains the same email address that is registered with SpellTalk.** When responding to a posting and introducing a related new topic, please **edit the subject line appropriately.** [Postings submitted with unrelated subject lines may be rejected.](#)

Remember that when you hit the “Reply” button **your response is automatically sent to everyone on SpellTalk.** If you wish to reply to an individual person or address, be sure to copy/paste the specific email address in the “To:” field of your email. Please respond privately if your response is to an individual person and doesn’t benefit or pertain to the SpellTalk community as a whole (for example, thanking someone for their response to a question you posted). [Postings that do not pertain to the community as a whole may be rejected.](#)

Professional Conduct/Courtesy

When attributing content or perspective to a specific person, author, organization, product, service, etc. **please cite references,** page numbers, etc. **If you are expressing your opinion** or *interpretation* of what someone said, please acknowledge in some way, such as, “It seems to me....My interpretation is that...”

And please **be mindful of wording and tone when writing emails.** As language professionals/enthusiasts we are quite adept at interpreting vocal and non-verbal cues. But remember that such cues don’t always translate into written messages. And without those cues, emails may be perceived as negative even when that is not the intention of the writer.

Remember that SpellTalk is a forum for sharing and discussing ideas. We understand that the discussions can become impassioned and lively, but please remember not everyone will always agree, and there is often more than one “correct” way to approach a problem. Please respect the thoughts and opinions of other members (even if you disagree with them), and **treat other members with courtesy and respect.**

Please keep in mind that SpellTalk isn’t a blog; postings are sent to member’s inboxes, many of whom can be greatly inconvenienced by a flood of emails. **Try to be a succinct as possible when posting.** Time is a valuable commodity for all of us so please try to keep your postings as direct and to the point as possible.

Part of what makes SpellTalk so unique is the diversity of its members. With members from a wide variety of professions, work settings, and countries, we have a terrific opportunity to build bridges and connections that span multiple disciplines, education environments, and cultures. Please remember this when posting. **Try to frame your posts in a positive, open manner** – SpellTalk is not meant to be used as a springboard for attacking other professionals. **The idea is to find ways to work together towards our common goal: helping to prepare our students to succeed in the classroom and beyond.**

Also, keep in mind that professionals from disciplines other than your own may not be familiar with professional jargon, acronyms, etc. so you’ll want to **explain these terms and limit their use in your postings.** [Postings that do not comply with protocol for professional conduct may be rejected.](#)

New Research and Product Endorsement

The New Research abstracts posted on SpellTalk are public domain abstracts of articles published in a variety of professional journals. Teaching What Works/Learning By design does not publish these articles, nor do we have any affiliation with these journals. **Copyright law prohibits us from posting the full articles online, and we have no control over the fees charged to access the journal articles online.** You may wish to subscribe to one or more of these journals for cost-effective access to areas of interest. Another option is to visit your university library or the inter-library loan department of your local library. **Many university libraries will allow non-affiliated persons to use the university library computer to read journal articles online and local libraries often will obtain a copy of the full journal article for you for free using their inter-library loan service.**

Unfortunately, **copyright laws also prohibit SpellTalk members from sharing journal articles and other copy-righted information** with other members. You may, however, share non-copyrighted information and links to public domain information with the SpellTalk community. [Postings that do not comply with copyright law will be rejected.](#)

Postings on SpellTalk may contain information about Learning By Design's products. Inclusion of product information does not indicate endorsement of products by a specific person, unless explicitly stated.

SpellTalk members may discuss commercial products. However, direct and indirect promotion of products, services, resources, events, etc. may not be posted without approval of the SpellTalk moderator. [Postings that promote commercial products, services, resources, events may be rejected.](#)

Did your submission not get posted?

Check to be sure you are in compliance with the SpellTalk protocol described above. Also, keep in mind that, especially when there is a very high volume of postings, not all submissions will get posted. When volume gets very high our team of moderators makes some judgement calls on which emails to allow through based on a variety of factors, usually based on whether an idea has already been posted by another member and whether a submission advances the discussion.

Sharing SpellTalk with non-members

You may share information posted on SpellTalk with non-members and other listservs, but you **MUST** include the SpellTalk header and footer of the original posting. This can be easily done using the "Forward" function of your email program. Alternately, you can copy and paste the following message when sharing information posted on SpellTalk:

This posting originally appeared on SpellTalk, a free online discussion group for educators dedicated to improving spelling and word study skills. <http://mailman.listserve.com/listmanager/listinfo/spelltalk>

Better yet—invite your colleagues to join SpellTalk so that they, too, can be part of this wonderful and very rapidly growing community!

Please remember that when you share information posted on SpellTalk, **you may not disclose a SpellTalk member's name or identifying information without that member's permission.** [Members who don't comply will be removed from SpellTalk.](#)

Digest Format

We have always discouraged the use of Digest Format because this makes postings difficult to read and threads difficult to follow when members respond to a posting they received in digest format. Recently, we began requiring members to **use the non-digest format so that we can continue to offer SpellTalk for free**; the non-digest version allows us to include display ads that cover the cost of providing the SpellTalk service at no cost for our members. If you wish, you can set your SpellTalk account to "No Mail"; your SpellTalk membership will remain active but you will not receive any SpellTalk emails. You can then log in to the archives at your convenience to browse previous postings. Alternatively, you may wish to configure your email program to automatically place all SpellTalk emails into a dedicated folder. Once configured,

all SpellTalk emails will automatically bypass your inbox and be placed into this separate folder where they can be reviewed, read and/or deleted at your convenience.

Accessing the SpellTalk Archives

Go to <http://mailman.listserve.com/listmanager/private/spelltalk> and enter your email address and password.

If you've forgotten your password

Go to <http://mailman.listserve.com/listmanager/listinfo/spelltalk>. Scroll to the bottom of the page and enter your email address. Click on "Unsubscribe or edit options". On the next screen, follow the onscreen directions to have your password emailed to you.

If you wish to unsubscribe from SpellTalk

Go to <http://mailman.listserve.com/listmanager/listinfo/spelltalk>, scroll to the bottom of the page, enter your email address, and click on "Unsubscribe or edit options". On the next screen, click on the Unsubscribe button (no need to enter a password). *Or simply send an email request to teachingwhatworks@learningbydesign.com*

Please do not report postings from SpellTalk as spam as it hinders our ability to communicate with our members and others who do wish to receive communications from SpellTalk.

About Us

[Learning By Design, Inc.](http://www.learningbydesign.com) is our parent company. Teaching What Works! is a division within Learning By Design that offers professional development services including the free SpellTalk listserv. Learning By Design also offers K-12 educational products including our popular SPELL/SPELL-Links product line.

www.learningbydesign.com