

/spɛltɔk/

SPELLTalk PROFESSIONAL DISCUSSION GROUP



Connecting professionals around the world
for discussion of current research and best practices in literacy.

You are a member of an international online network of education professionals dedicated to improving students' spelling, reading, and writing. Please take a moment to review and save this important information about using the SPELLTalk listserv. *Last updated 12.19.16*

Posting A Message / Starting a New Thread

To begin a new thread of discussion, send an email to spelltalk@learningbydesign.com. 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. "EBP methods for increasing processing speed" is a great example of a specific Subject: line. "Need advice", 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 and credentials with your name, along with your city and state, each time you post.**

Responding to Posted Messages

To respond to a posting on SPELLTalk, use the email “Reply” function. **Make sure the From: field of your reply contains the same email address that is registered with SPELLTalk.**

Do not use “Reply All”. This causes messages and replies between individual members to get ahead of and out of synch with the discussion among all members, creating confusion for all. Make sure the ONLY email address that appears in the To:, Cc: and Bcc: fields is spelltalk@learningbydesign.com OR spelltalk@listserve.com (you do not need to use both). **Postings that use Reply All and contain other email addresses and postings that are out of synch will 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, be sure to copy and paste that person’s email address into 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 whole SPELLTalk community, for example, thanking or giving kudos to an individual SPELLTalk member. **Postings that do not pertain to the community as a whole will be rejected.**

When responding to a posting and introducing a related new topic, please **edit the Subject: line appropriately to reflect the new thread of discussion.** **Postings submitted with unrelated subject lines may be rejected.**

Professional Conduct & Courtesy

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. **Be as succinct as possible when posting.** Time is a valuable commodity for all of us so please keep your postings as direct and to the point as possible. **Lengthy postings will be rejected.**

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 tremendous opportunity to build bridges and connections that span multiple disciplines, education environments, and cultures. Please remember this when you post. **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.**

Add Value to Conversations within Our SPELLTalk Community

Instead of simply posting a link to a blog, website, article, etc., discuss the information presented

elsewhere for the benefit of all SPELLTalk members. [Postings that do not add value within the SPELLTalk community will 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 copyrighted information** with other members. [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.

Promotional Postings

Direct and indirect promotion of commercial products, services, organizations, resources, events, etc. may not be posted without approval of the SPELLTalk moderator. [Postings that promote commercial products, services, organizations, resources, events may be rejected.](#)

Did Your Submission Not Get Posted?

Check to be sure that you are in compliance with the SPELLTalk protocol. Also, keep in mind that not all submissions will get posted, especially when there is a high volume of postings. When volume is high our team of moderators makes some judgement calls on which emails get posted to the SPELLTalk community. Whether or not an email gets posted will depend on a variety of factors including whether an idea has already been posted by another SPELLTalk member and whether a message advances the discussion. [Submissions that repeat ideas already posted, focus on anecdotal observations, ask or talk about commercial products, focus on discussion of individual students vs. overarching issues, and submissions that are soapbox in nature are likely to be rejected.](#) In addition, we may limit the number of postings by a single SPELLTalk member on days when volume of submissions is high so that more voices can be heard.

Don't Lose Your SPELLTalk Subscription

Email providers are continuously creating and using more robust spam filters and these will block SPELLTalk postings if you do not **add SPELL-Links@learningbydesign.com, SPELLTalk@listserve.com, SPELL-Links.SPELLTalk@learningbydesign.com, and SPELLTalk@learningbydesign.com to your email "Allow" list;** depending on your computer configuration, your IT person may need to do this for you.

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. Adjust your emails settings and filters as needed. If your work email settings can't be changed, subscribe

to SPELLTalk using another email address.

Sharing SPELLTalk with Non-members

You may share information posted on SPELLTalk with non-members and other listservs, but when you do 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 students' spelling, reading, and writing. <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”. With this setting, your SPELLTalk membership will remain active but you will not receive any SPELLTalk emails; instead you can 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 us](#) and we will remove you from the list within 24 hours.

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

About Us

[Learning By Design, Inc.](#) offers professional development opportunities including the free SPELLTalk listserv. Learning By Design also offers K-12 literacy assessments and instructional materials and resources including our popular SPELL-Links to Reading & Writing product line.
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