

## Cup Cake recipe

### Ingredients:

2 large eggs  
1 tsp vanilla essence (optional)  
125g/4oz caster sugar  
125g/4oz soft margarine  
125g/4oz self-raising flour

### To decorate:

tubes of writing icing  
marshmallows, blue and silver/grey food colouring for icing, coloured sweets

### Method:

1. Heat the oven to 180C/350F/Gas 4. Put all the ingredients in a bowl and beat them together until the mixture is smooth and slightly lighter in colour.
2. Line a bun tin or cup cake tin with paper cake cases and half-fill each case with the cake mixture.
3. Cook the cakes for 18-20 minutes. You can tell they are done when they have risen up, are golden in colour, and spring back into shape when lightly pressed.
4. The cupcakes can be decorated using a basic icing, plus marshmallows, writing icing, food colouring and coloured sweets.



## Mexican Bean Tin Foil Bracelets

### You will need:

- toilet paper roll
- construction paper (we used black) or tinfoil
- tinfoil looks more like silver, but it's a bit more difficult to glue things to it
- dried beans and/or lentils (we used a variety of different ones)
- scissors
- glue

OPTIONAL: light blue paint

OPTIONAL: hole punch and ribbon

OPTIONAL: sequins

### Instructions:

- OPTIONAL: Paint some or all of the beans light (turquoise) blue. Let dry. We didn't do this to ours.
- Glue construction paper or tinfoil around your toilet paper roll (or you could paint it if you prefer)
- Slit toilet paper roll up one side so it isn't a roll anymore
- Cut toilet paper roll shorter - it's up to you how wide you want your bracelet (we cut ours into thirds)
- Glue beans onto the bracelet. Smaller beans don't slide off the wet glue as much as big ones do. You can also add sequins for extra sparkle if you like.
- Let them dry.
- OPTIONAL: punch holes in either side of the bracelet and thread a ribbon through. Use this to tie the bracelet on when you slip it on your arm so it doesn't fall off as easily.



## A quick ten question quiz

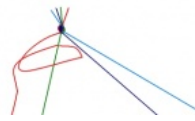
Answers at the bottom of the page - print off and turn up the right way!

1. What is the chemical symbol for Tin
2. What was the name of the Iconic 1980's film starring Dudley Moore and Bo Derrick?
3. Who was Prime Minister of Great Britain from 1970 to 1974?
4. What was the name of the famous Teddy Bear from the Television Series 'Brideshead Revisited'?
5. What colour links Bobby Vinton's Velvet, Chris Isaac's Hotel and Elvis Presley's Suede Shoes?
6. What was real name of the actor who played Tonto in the Lone Ranger?
7. Which castle in Cornwall is linked to King Arthur and the Knights of the Round Table?
8. Who was described as 'I am a bear of little brain and big words scare me'?
9. What is the address of the 'First Lord of the Treasury'?
10. How are Simon Webbe, Duncan James, Anthony Costa and Lee Ryan Collectively known?

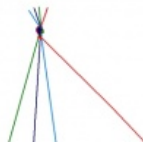
**Answers**  
1. SN  
2. BLUE  
3. 10  
4. DOWNING ST, LONDON  
5. WINNIE THE POOH  
6. TINTAGEL  
7. JAY SILVER HEELS  
8. BLUE  
9. ALOYSIUS  
10. EDWARD TELL HEATH

## Making friendship bracelets

1. Buy embroidery thread, sometimes called embroidery floss, at a craft or sewing store. Embroidery floss is thicker than normal sewing thread, and comes in many colors. You must have more than one color to create a striped effect. The more even colors you choose, the wider the bracelet will be.
2. Take the first color and wrap it around your wrist 2 times, or from your elbow to your finger tips (More accurate!). The length you now have is the correct fit for your wrist, but if you use more string than this it makes it easier to keep going at the end of the bracelet.
3. Cut a piece this length from each of the other colors.
4. Tie a **knot** at the top.
5. Take the far left string and make a forward knot.



6. Pull the first string through the "opening" in the four and then pull it up and tighten to make a knot. Repeat this step again on the same string.
7. Pull the first string over to the right and repeat the steps above, but using the next string in each case.



8. Work this way for all the strings to complete the first row of all the same color horizontally.



9. Start the next row using the string to the far left (green).
10. Repeat all the steps until you have the row finished.
11. Keep going until the bracelet is long enough to fit around your wrist comfortably. To make sure it fits well, try it on your wrist, there should be enough extra room that you can fit about 2 fingers in next to your wrist, since the bracelet can shrink in water and become too tight (although it will stretch back out when dry).
12. Tie the loose ends of your strings with a **square knot**, just like how you started the bracelet.
13. Tie the bracelet onto your wrist (or your friend's) at the right length with a knot, like the first part of tying a shoelace, but do it twice - this is a **square knot**. It helps if you can get someone to help you here, but it can be done alone.
14. Trim any loose ends. You can also add charms or beads to the ends for decoration, simply slip them on the floss and tie a knot beneath them.

## **Press Release Guidelines**

The purpose of a press release is to provide key information to the media, in order to obtain coverage. Although press releases are written around a variety of subjects, the core message should ALWAYS be something 'new', which prior to your release is not public knowledge.

### **The basics**

**UPSIDE DOWN TRIANGLE** - Most important information at the top, least important at the bottom

**KEEP IT SIMPLE** - Short, sharp and to the point, with one key message

**CHECK EVERYTHING** - Messages, dates, spelling, grammar, facts

***Don't be disappointed if your release is reworded before publication or broadcast. Journalists normally like to produce material in their own style.***

### **Golden rules**

**Start Strong.** Your headline and first paragraph should tell the story, the rest of your press release should provide the detail.

- Headlines are important - the first thing the editor will see
- Stick to the facts, not flowery adjectives like 'super, fantastic and marvelous'
- Write in the third person not 'we' or 'you'
- Don't use your own emotion or opinion
- Avoid clichés 'like the plague'
- Keep it current
- Keep the overall message simple

### **Step by step**

**Title** Think of something short and snappy that will grab attention and summarises the story

**First paragraph** Answer the 5 W's

- Who - is the story about?
- What - is it about?
- When - will it happen?
- Where - will it happen?
- Why - is it happening?
- How - will it take place?

**Quote** Incorporate a direct quote into your release - a relevant comment from a person directly involved, this is where you express opinions

**Additional paragraphs** Use these for supporting information that if not used will not matter

**-ends-** should mark the end of the release and should separate those details included for the news desk only

**Contact details** Add your name, position and contact details (phone and e-mail) also add photocall details here

**Notes to editor** Your release should include 'notes to editor'. These will include a brief description of your company and/or group, its aims, objectives and achievements and any other factual info that the editor may require for reference.

**Overall:** Try to keep to a maximum of two pages, include today's date, add photocall details at the top of the page, double space the text and most importantly...JUSTIFY the need for a press release!