

## Assignment: "Dear Seventh Grade L.A. Teacher"

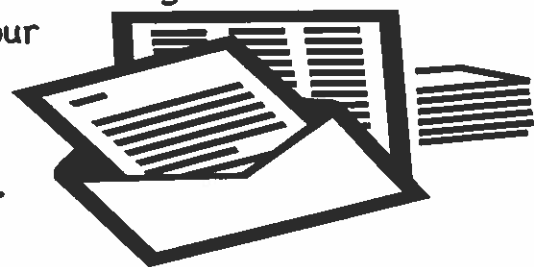
Your next assignment in L.A. is to write a letter to your Language Arts teacher. The purpose of this letter is to introduce yourself to me and tell what kind of writer you are. Each paragraph must be a minimum of five sentences.

1. In the first paragraph tell about yourself, your interests. For example, you can tell me about what you like to do in your free time, what some of your likes or dislikes may be, the kind of person you are, and/or some things about your family. You may NOT say, "Hello, my name is \_\_\_\_\_." Your name should only appear at the end of the letter where you sign it.
2. In the second paragraph tell me about yourself as a learner. Discuss your areas of strength as a writer and the areas you need to work on improving. Discuss the kinds of pieces you enjoy writing and reading. What have you heard about middle school L.A. department? What would you like to do this year in Language Arts?
3. The third paragraph is your conclusion. Summarize the letter and your feelings for the year ahead. What are some of your overall goals. Perhaps make some predictions. Express your hopes and wishes for the year ahead.

Remember to follow the steps in the writing process. 1) Create a pre-write. 2) Write a rough draft. 3) Next you will revise your rough draft, showing the mistakes & corrections on your paper. 4) Finally, the rough, the clean revision copy, and the focus area sheet must be submitted together for the grade.

There is an old saying, "You get only one chance to make a good first impression..." Keep that in mind when composing your introductory letter!

**Due date:** \_\_\_\_\_



# STYLE SHEET FOR A FRIENDLY LETTER

## Directions:

Study the outline below to strengthen your knowledge of the organization of a friendly letter.

### Heading or Return Address

written out in full. Except for the state abbreviation, use no abbreviations.

### Salutation or Greeting

("Dear" and first name of person)

### Body

(or message)

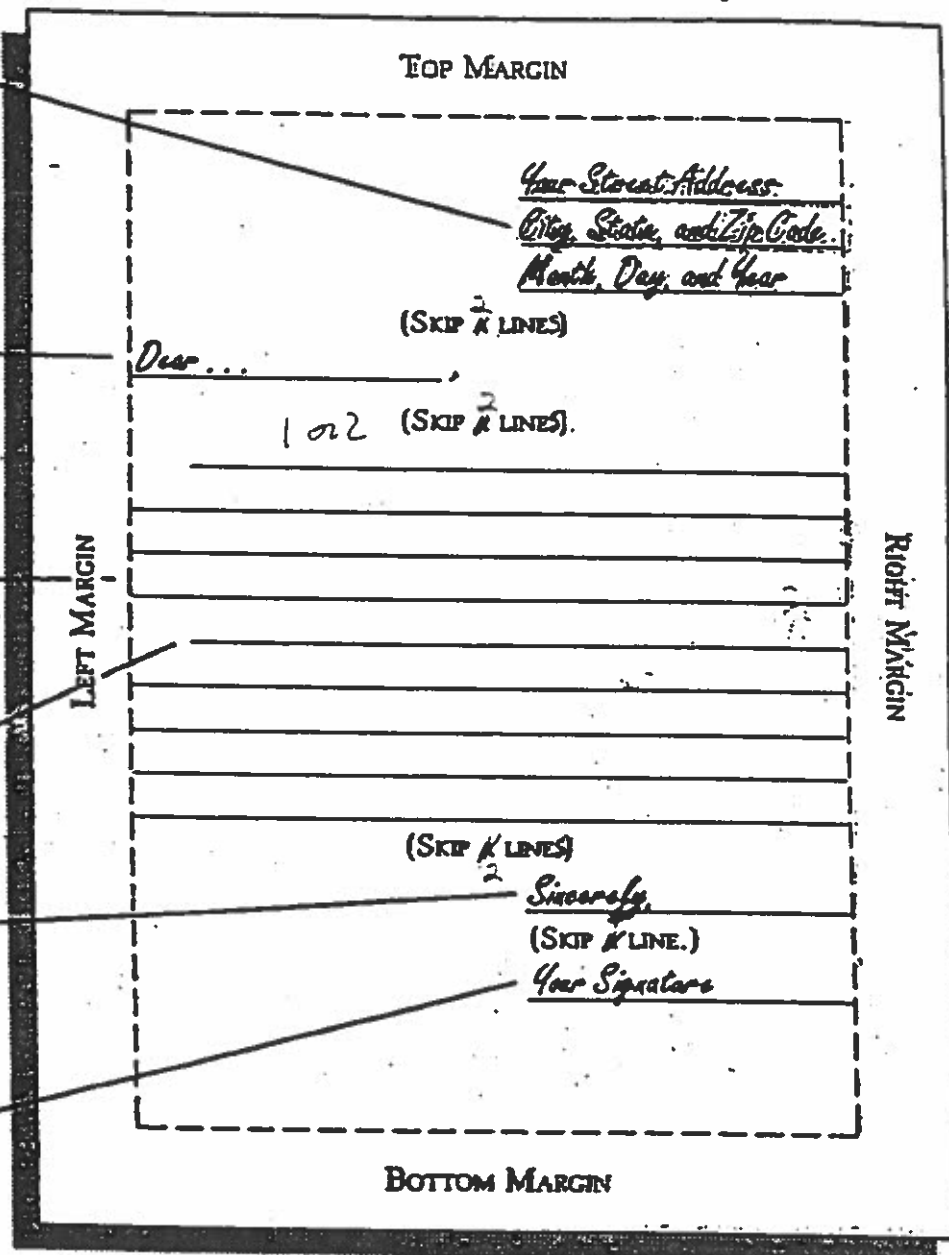
*double spaced*

Indent at the beginning of each paragraph

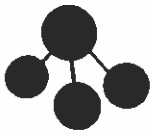
### Closing

You can also use:  
 "With love,"  
 "Your friend,"  
 "Affectionately."

### Signature

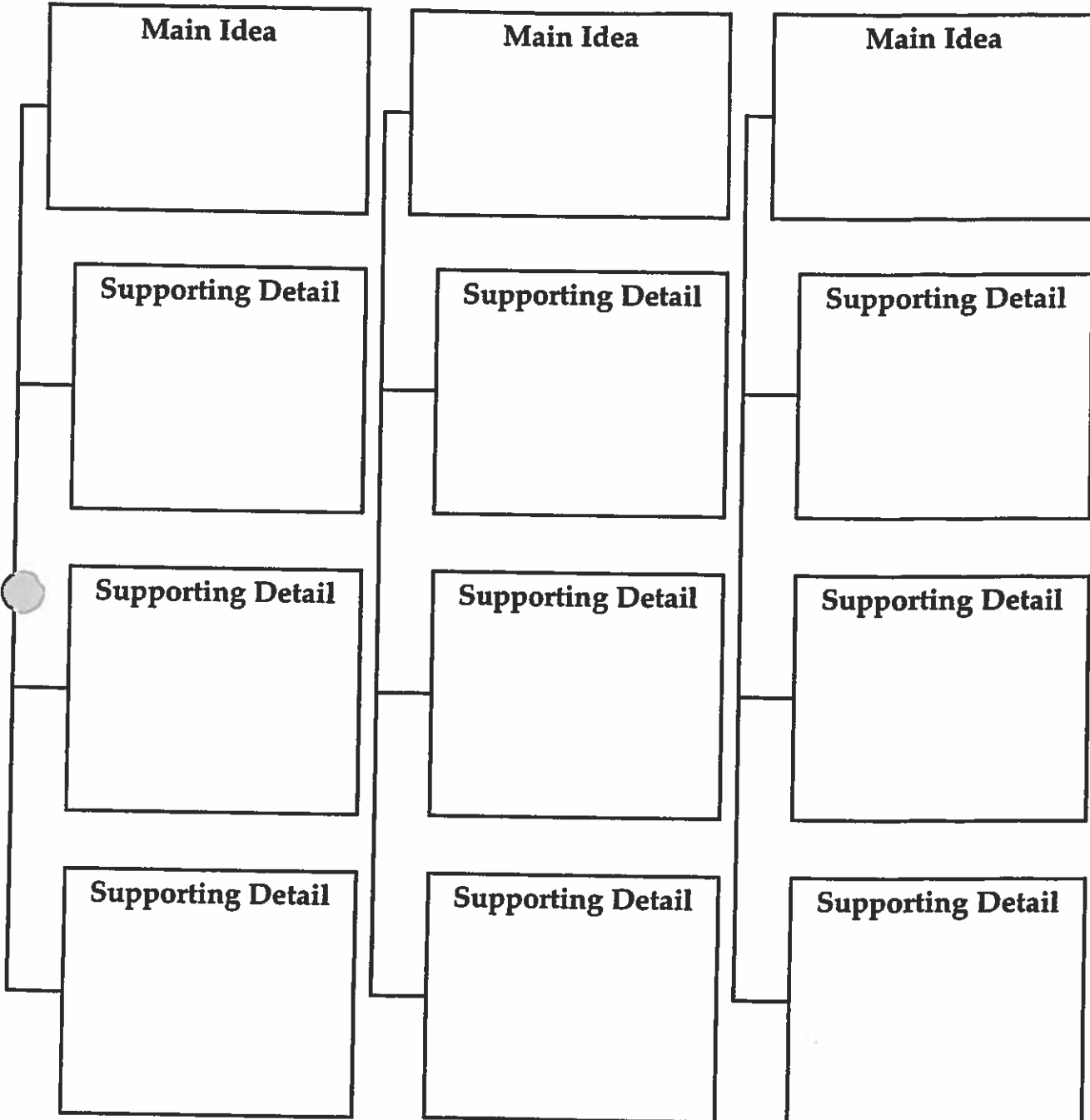


Margins on all sides should be equal.



# Main Idea and Details Chart

Write one main idea in each box across the top. Write supporting details in the smaller boxes. Add or delete boxes as needed.



## -Editing Checklist for Friendly Letter-

Self-edit using this checklist and a contrasting pen on your rough draft to make your corrections. Make at least 3 corrections on your rough. Be sure to sign the bottom of this form when completed and turn it in with your letter.

### ***Sound Ideas***

\_\_\_ I have included interesting details about myself.

### ***Good Organization***

\_\_\_ Starts out with a bang (not "Hello my name is \_\_\_\_\_"!) )

### ***Voice***

\_\_\_ My reader can recognize my personality in my letter.

### ***Word Choice***

\_\_\_ Vocabulary is varied.

### ***Sentence Fluency***

\_\_\_ My sentences begin in different ways.

\_\_\_ My topic sentences are strong and fit the paragraphs.

### ***Conventions***

\_\_\_ Capital letters are used correctly.

\_\_\_ Periods, commas, and quotation marks are in the right places.

\_\_\_ Almost every word is spelled correctly.

\_\_\_ I remembered to indent each paragraph.

\_\_\_ I followed the friendly letter sample, like the format.

**Sign here when completed:**

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