

## Assignment Sheet for Writing a Letter

**Primary Goal:** To practice writing a Letter that effectively communicates your message, and to practice formatting the letter correctly.

### What are you required to do to complete this assignment successfully?

**View** the 3 videos linked in the Lesson. the Paragraph Purposes scan linked in the Lessons.  
**Choose** someone to write to. [suggestions listed below] **Write** a 2 page double-spaced letter in one of the letter formats explained below. **Also, choose** a type of paragraph from the examples listed in Paragraph Purposes and **practice writing** at least one paragraph of you letter with that purpose.

### What do you need to do to complete this assignment?

1. **View** the 3 brief videos linked in the Lessons. Two are about writing letters, and one is an example of a letter. [**Tip:** When you view videos you can usually go to the settings on the video and choose a faster speed for the video to play.]
2. **Read** the “Example of Paragraph Purposes” scan linked in the Lessons.
3. **Read** through the examples of letter formats below.
4. **Choose** who to write to.
5. **Write your letter.** Write 2 double-spaced pages. Properly format as a letter, use the basics of MLA – Times New Roman font, size 12, 1-inch margins. Practice writing at least one paragraph with a purpose. [Narrate, Describe, Analyze, Illustrate with an example, Define, Compare and/or Contrast, Divide & Classify – Do not feel any pressure to try writing Process Analysis or Division & Classification paragraphs.
6. Finally **proofread** for any typos or errors.
7. **Upload** to the dropbox.

You can be as serious or as creative as you like in this assignment. **Some suggestions for who to write to:**

Write to someone who influenced you for good and/or for bad.

Write to a favorite fictional character from a book, show, or movie.

Write to a favorite historical figure.

Write to a Bible character that you connect with or maybe one that you dislike.

Write to an artist – musician, author, painter, director, artist, etc. – that you admire.

Write to your future self. Write to you past self.

Write to someone who hurt you.

Write to a politician, CEO, leader, pastor etc.

Write to your pastor, priest, or spiritual leader.

Write to someone you loved that has died.

Write to someone that you love but find difficult to communicate with.

OR write to whomever it is that you are interested in writing to.

**Elements of a Letter:**

**The Heading** - your name and address and date then the recipient's info

**The Salutation**- fancy word for the greeting such as Dear, Good morning, Hello, Hey Everyone

**The Body** - what you are writing in paragraphs

**The Valediction** - fancy word for the closing such as Sincerely, Kindest regards, Take care

**The Signature** - your name

**For a formal Letter:** The heading is on the Left Margin with both your & their info

Your name

Your title or position

Your organization's name

Your organization's address

The Date: DD/MM/YYYY

Their name

Their title or position

Their org's name

Their org's address

Dear their name, [do not forget the comma after their name]

Body Paragraphs [Align formal letters with left margin, do not indent]

Sincerely,

Your name

**For an informal letter the heading is only your info, and it is often aligned on the right margin while the rest is aligned on the left margin, with body paragraph first lines indented.**

Your name  
Your Address

The Date

Dear their name or if it's a personal letter whatever you call them,

Body Paragraphs

Yours,

Your name

