

# Sit Right Down and Write Someone a Letter

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*In spite of instant communication, some occasions require that students be proficient letter writers. This easy year-long project will give them confidence by teaching them the proper etiquette and format and by requiring that they automate letter writing skills.*

## **I. Why do this project**

- A. There are circumstances that still require a letter.**
- B. There are advantages to a letter/note that other communication methods do not offer.**

## **II. How to do this project**

### **A. Set your expectations**

- 1. Decide on types of letters to require. (Friendly- if so what specific categories: thank-you note, condolence, letter to persecuted, to missionary, to home-bound, congratulations, to serviceman? Business, what specific types: to Congressman or state legislator, letter of complaint, letter to editor, resume cover letter?)**
- 2. Establish frequency of letters (suggestion: every other week -18/year; or once/month)**

### **B. Instruct students**

- 1. Motivate students regarding the importance of knowing when/how to write a letter and of automating proper letter writing format.**

*Motivation: Historical significance, Biblical significance, personal collection of letters; reasons/value of business letters.*

- 2. Teach format/requirements. Include how to fold the paper and put it in the envelope**
  - a) Before specific letter type teach/motivate for that type.**
  - b) Give the etiquette rules and your requirements**

**c) Examples:**

*Thank-you note: requires 3 sentences (minimum), include the name of the gift and what you are going to do with it or why you are thankful for it, etc.*

*Complaint Letter – must have 2 paragraphs, must include what is wrong, what has been attempted to solve the problem, and a reasonable suggested solution.*

*Congress –must address ONE issue, must explain your position, must concisely state what you want the congressman to do (e.g. vote in favor of bill), must thank him for serving.*

*Condolence – must state the deceased person's name (you must refer to him as you would call him, e.g. "your grandfather"), must include one verse of comforting Scripture, must state either a memory you have (cherish) of this person or why you know that the person to whom you are writing will miss this loved one; can be written on a sympathy card.*

*Letter to Missionary – write in such a way that you do not burden him/her to respond, include some news from your church if your church supports this missionary or if not supported by your church include some local or personal news of interest to the missionary. Remember he is a long way from home. Include one Scripture verse of encouragement.*

**3. Provide checklist or rubric.**

*Suggested requirements: Date, salutation, closing, signature (print name also if necessary); Envelope format; "frame" around content/centered; write in blue or black ink; properly folded & inserted.*

**4. Provide addresses when needed.**

**C. Collect and grade the projects**

- 1. Use a pocket folder to collect the letter/note.**
- 2. Require that the student submit his letter folded and inserted in the envelope properly (but not sealed).**
- 3. Require postage or money.**
- 4. Return the rubric/grade sheet. Then re-collect the letter for mailing.**

**D. Mail the Letter!**

**E. Celebrate the responses.**