

Letter workshop source ideas

How to Fold

1. I suggest teaching students the “rules” from the most commonly referenced business manual (available in resources on website). If you reference the manual, you will also find pictures that show the proper way to insert the letter into the envelope once it is folded. [Directions from: Sabin, W. (2005). *The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting*, 10th ed., pp. 417–418. NY: McGraw-Hill.]
2. The following references may also be helpful, but you will need to specify your exact requirements, since each one varies a little from those in *The Gregg Reference Manual*.
 - a. <http://www.youtube.com/watch?v=V5gellkXXLg>
 - b. <http://www.wikihow.com/Fold-and-Insert-a-Letter-Into-an-Envelope>
 - c. http://mercury.educ.kent.edu/database/eureka/documents/LessonPlan_FoldingandInsertingLettersintoSmallEnvelopes.pdf

Business Letter Rubrics

1. <http://www.dept.aoe.vt.edu/~cdhall/courses/aoe4065/BusinessLetterAssessmentRubric.pdf>
2. <http://gk12.asu.edu/Lessons/Earth%20and%20Space%20Sciences/Experimenting%20with%20Envision/BusinessLetterRubric.pdf>

Friendly Letter Rubric

1. <http://www.studyzone.org/testprep/ela4/h/rubricfriendlet.htm>
2. http://www.d124.org/gifted456/product_matrix/friendly_letter.htm

Email etiquette

1. <http://www.dailywritingtips.com/email-etiquette/>
2. <http://www.netmanners.com/>

Some Miscellaneous Resources

1. <http://edsitement.neh.gov/lesson-plan/im-gonna-sit-right-down-and-write-someone-letter#sect-preparation>
2. Send a future message to yourself! Write a note to yourself, and www.futureme.org will deliver email on date you choose.
3. Lots of ideas (from UK) – <http://www.eslflow.com/LetterWriting.html>
4. Letter collection; Reagan, N. (2000). *I Love You, Ronnie: The Letters of Ronald Reagan to Nancy Reagan*. NY: Random House.
5. How to write a letter to the editor - <http://www.awcnet.org/documents/WriteLettertoEditor.pdf>

6. Letter writing lesson plans
 - a. http://www.educationworld.com/a_lesson/lesson281.shtml
 - b. http://www.educationworld.com/a_lesson/02/lp281-04.shtml
7. Sample Letters - <http://www.bestsampleletters.com/>
8. Addressing letters to Congressmen:
<http://www.duluth.lib.mn.us/Databases/Contact/AddressingLetters.html>
9. Thank-you notes are not optional (quote): "A thank-you note is not contingent on your level of excitement for a gift. I always keep a few in my purse. You never know when a note will make someone's day." (Annabelle Laroque, quoted in *Southern Living*, May 2012)