

Directions for Friendly Letter:

Advice Letter:

You are going to write a letter in correct friendly letter format to the incoming sixth graders. The purpose of your letter is to welcome them to MMS and offer them some advice that you think would help them as they make the transition to middle school. Think back about some of the things you wish someone had shared with you then to make you feel better. You can have some fun with it, but don't be silly or inappropriate.

- 1) Open up the Friendly Letter Template and read it carefully; study all the directions there and the format
- 2) Open up the Friendly Letter Format Sample; read the example there and pay close attention to details and the format
- 3) Open up your own Word Document and format your page as given in the directions on the template. Write your letter; proof and edit it carefully. When you are satisfied that it is correct, print out a copy to the 4100 and turn in.

Teacher Thank You Letter:

In this folder, Open the Friendly Letter Template and study it. You must follow the Friendly Letter Template exactly. The format is important and will count on your grade.

- 1) Write a letter to a teacher whom you really appreciate and whom you feel has made a difference in your life. You need to include these things:
 - First, tell the teacher why you are writing
 - Be specific – tell the teacher exactly why you appreciate him or her; make sure you include something about his or her actual teaching
 - Include at least one example or memory that illustrates what you are saying and will help the teacher remember you over the years
 - Conclusion – tell the teacher what you hope for them and yourself in the future
 - You must proof and check for any mistakes before printing. Use the spelling and grammar check and then check it yourself. Once it is corrected, print it out to the 4100 and sign your name at the bottom.