

## **Writing a Letter to Next Year's Teacher**

### *Telling Your Next Teacher About Your Writing Ability*

**Project Summary:** Next year you will be writing a great deal, just like you did this year. Your new teacher will be very interested in knowing about your writing. The teacher will want to know what you do well in writing and the things you want to improve in your writing. In this project you will write a letter to your next teacher and tell her or him about your writing. You will want to be specific and give examples.

**Purpose:** In this letter you want to inform your next teacher by giving information about your writing skills.

**Audience:** You are writing to your new teacher. The teacher will be very anxious to get to know you and learn about you as a writer. Remember that you want to make a good impression. Your letter should tell your teacher what you think about your own writing.

**Writer's Role:** You are writing as yourself. No one knows better than you what you do well as a writer and the things you want to improve. You also know your favorite writing topics.

**Form:** This will be a friendly letter and will include with it another piece of writing you have done this year. Your letter will begin:

Dear Next Year's Teacher,

- Focus Correction Areas:**
1. Two Opinions with Details (give two or more opinions about what you are pretty good at in writing or need to improve; use details from past writing )
  2. Best Writing and Why (explain why you think the piece of writing you chose is well done)
  3. (To be determined)

**Procedures:** To help you write your letter, we will do several things in class:

- Type One Writing: Write four lines or more about things you feel make a piece of writing interesting and easy to read.
- We will discuss your ideas and list some of them on the chalkboard.
- You are going to attach a composition from your writing folder, so you will need to review those pieces. Select a piece of writing that you are proud of and feel is an example of your best work.
- Complete the Focus Sheet for Thinking About My Writing.
- Draft your letter.
- Read your draft in a one-foot voice, and make any changes you feel will improve your piece.
- Work with a partner and get feedback on your letter; double-check your FCAs to make sure you have done a good job in those areas.
- Write a second draft with all of your improvements.

From *Writing Strategies for the Primary Grades: Prompts and Ideas for Grades K-3* by Gary Chadwell. © 2002 by John J. Collins. For more information call Collins Education Associates, West Newbury, MA, 1-800-932-4477.

# Thinking About My Writing

## Notes About My Writing

**What I like to write about**

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## Examples

**One time**

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**Things I do well in writing**

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**One time**

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**I am still getting better at**

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**One time**

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**Best thing I have written**

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**Why?**

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