

High-Performance Writing
Advanced Practical Writing

School-Home Link

Dear _____,

During the next few weeks, our class will be working on Practical Writing at the Advanced Level. The students will learn to write friendly letters and business letters. They will also learn to write a set of directions for getting from one location to another. These are important skills they will use now and as adults. Besides learning to produce these practical forms of writing, the students will learn important language arts skills, including rules for grammar, punctuation, and capitalization.

Here are some things you and your child can do at home:

1. Encourage your child to write letters to friends or relatives by supplying paper, pens, envelopes, and stamps. Help with addresses as necessary. Remind your child to ask a question in each letter that will prompt the recipient to reply.
2. The students will be writing some example letters at school and taking them home. Ask your child to read the letters to you, pointing out the different parts and features. Keep these letters as models for other letters your child may write.
3. Using a state or city map, ask your child to find the approximate location of your home. Then ask your child to trace the route to a familiar location such as the school, a park, or a relative's home, pointing out the names of the streets or highways and the direction of turns. Ask your child to write directions to a place he or she would like to visit. If possible, use the directions to visit that place.
4. Encourage your child to visit the library to select books about letter writing, such as *Sincerely Yours: How to Write Great Letters*, by Elizabeth James and Carol Barkin. Another book your child may be interested in is *Free Stuff for Kids*, published by Simon and Schuster. This book lists over 250 things that kids can order free of charge or for under \$1.00.
5. Provide paper, a pen, an envelope, and a stamp for your child to write a business letter to a company that makes one of your child's favorite products. Your child may want to suggest an improvement to a product or a new type of product or to compliment the company on a favorite product. You can find the addresses for most companies on a product label or on the Internet.

If you have any questions, suggestions, or comments about the writing we're doing at school, please feel free to call or meet with me.

Your child's teacher,
