

High-Performance Writing
Intermediate Practical Writing

School-Home Link

Dear _____,

During the next few weeks, your child will be working on Practical Writing at the Intermediate Level. Your child will learn to write personal letters and business letters. Your child will also learn to write a set of directions for getting from one location to another. These are important skills your child will use now and as an adult. Besides learning to produce these practical forms of writing, your child will learn important language arts skills, including rules for grammar, punctuation, and capitalization. Your child will also learn to organize ideas in order to be a better writer.

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

1. Talk with your child about appropriate occasions for writing letters to friends or relatives. Some opportunities would be a thank-you note for a gift, a get-well card, a birthday card, and a letter to a friend who has moved away. Provide your child with the materials to write and send a personal letter.
2. Your child will be writing some example letters at school and bringing them home. Ask your child to read them to you. Praise your child's writing. Post it on the refrigerator. Share it with other family members. Talk about other letters your child might write.
3. Using a state or city map, help your child find the approximate location of your home. Trace the route to a familiar location such as the school, a park, or a relative's home. Point out the names of the streets or highways you follow, the turns you make, and the directions you are heading. Then ask your child to trace the same route and to write the directions on paper. Ask your child to read the directions aloud while you check them by following them on the map.
4. Visit the library to select books to share. Ask your librarian to suggest books about letter writing. In *Dear Mr. Henshaw*, by Beverly Cleary, and *Edwina Victorious*, by Susan Bonners, the main characters write letters that prove to be very helpful.
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 another 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,
