

Lesson Plan

Reading Revisions

Book: *Writing a Letter*

Series: How to Write

Level: Beacon

Objective

To help students practice writing and revising letters, including providing feedback to peers.

Supplies

- *Writing a Letter* book
- Computer access for students
- Colored pens

Before the Activity

Read through the *Writing a Letter* book, or assign it to students to read on their own.

Activity

Open the book to page 25 and review the parts of a letter with students:

- **Date and address:** These go up in the top corner to tell where and when the letter was written.
- **Greeting:** Written at the beginning of the letter, the greeting can be formal or informal. Add a comma after the greeting.
- **Body:** This is the main part of the letter and the main message.
- **Closing:** The closing is at the end of the letter. It can be formal or informal. Include a comma after the closing.
- **Name:** After the closing, sign your name on the next line.

Often, people write letters to ask lawmakers or other leaders to make changes. Invite students to pick a topic they care about. This topic could be climate change, making events or places accessible for people with disabilities, rules at school, or anything else students believe is important. Students should think of a company or leader that could make changes that would help solve a problem related to their chosen topic. They should type a letter to this group or person. This letter should include the five sections described on page 25.

Next, have students print their letters and trade with a partner. Each student should read through their partner's letter and check the following three things:

- that the letter has all five parts described on page 25

- if the letter has any grammar or spelling mistakes
- if any parts of the letter were confusing

Students should use colored pens to write notes marking any missing sections, errors, or confusing places. They will give these notes to their partners at the next class period. Give students class time to revise their letter based on their partner's feedback. Have students print the final draft at the end of class.

Evaluation

Collect the rough draft and final draft of each student's letter. Give each student up to 15 points:

- 5 points for including the 5 sections of the letter in their first draft
- 5 points for reading and editing their partner's letter
- 5 points for making changes in their final draft to address their partner's feedback

Standards

This lesson may be used to address the Common Core State Standards' writing standards, grade 4 (W. 4.4, 4.5, 4.6).