

All Write

Teach a Mini Lesson using *All Write* page 212: Types of business letters

Student activity: Short answer and fill in the blank.

1. There are three different kinds of business letters. Name them:
 1. _____
 2. _____
 3. _____
2. You write a *letter of request* when you need _____.
3. You write a *letter of complaint* when you _____.
4. To *complain* means: _____.
5. You write a *letter of opinion* when you want to _____
_____.
6. Name the 4 steps in writing a letter of request: _____

7. Name 3 tips for writing a letter of complaint. _____

8. Explain 4 things to keep in mind when writing a letter of opinion. _____

All Write

Teach a Mini Lesson using *All Write* page 214 & 215: parts of a business letter and read sample

Student activity: Short answer and fill in the blank.

1. A business letter is comprised of how many parts? _____
2. The _____ includes your address and the date.
3. The _____ includes the name and address of the person or _____ you are sending it to.
4. The greeting is also called the _____.
5. The main part of the letter is called the _____.
6. The _____ is placed after the body.
7. What are two common ways of ending your letter? _____
or _____.
8. What is the final thing you add to your letter? _____
9. If you are using a computer, how many spaces do you leave between the closing and your signature? _____

Character Based Literacy Program All Write
Framed in Fire, Day 3

Name: _____
Date: _____

All Write

Teach a Mini Lesson using *All Write* page 354: colons, part 1- to introduce a quotation

Student activity: Short answer and fill in the blank.

1. A colon may be used to introduce a _____.
2. Define quotation:

Directions: Place colons in the appropriate places in these sentences.

1. President Washington said "On this day in history I ate three apples."
2. Prime Minister Smith remarked "How could I have known she was a spy?"
3. Anna Livia said "What's for dinner?"
4. The doctor said "I think he'll live."

All Write

Teach a Mini Lesson using *All Write* page 354: colons, part 2: to introduce a list

Student activity: True or False

1. A colon is also used to introduce a list. _____
2. It is correct to use a colon after a verb or preposition. _____
3. Sometimes a colon used after *the following* or *these things*. _____

Directions: Add a colon in the appropriate places.

1. The following things are used to make a milkshake ice cream, milk and chocolate sauce.
2. I like to do the following on my days off read, run, hike, swim, hang out with friends, and eat.
3. People should be able to do these things say please and thank you, ask for things politely, and drive responsibly.

All Write

Teach a Mini Lesson using *All Write* page 354: colons, part 3: in a business letter

Student activity: Short answer and fill in the blank.

1. A colon is used after the _____ or greeting in a business letter.

2. Define salutation. _____

3. Practice by writing 3 greetings with the correct punctuation.

Character Based Literacy Program All Write
Framed in Fire, Day 6

Name: _____
Date: _____

All Write

Teach a Mini Lesson using *All Write* page 354: colons, part 4: between numbers in time

Student activity: Short answer and fill in the blank.

1. A colon is used between the parts of the number that _____.
2. Draw the hour and minute hands on four clocks, setting the time in each clock to something different from one another.
3. Now next to each clock, write the digital time using the appropriate punctuation.

Character Based Literacy Program All Write
Framed in Fire, Day 7

Name: _____
Date: _____

All Write

Teach a Mini Lesson using *All Write* page 369: abbreviations, part 1: intro and acronyms

Student activity: Short answer and fill in the blank.

1. Abbreviations are _____ formed of words.
2. List all the abbreviations you know that are like *Mr.* or *Dr.* _____

3. Acronyms are words formed from the _____ or first few _____ of words in a phrase.
4. Brainstorm together as a class as many acronyms as you can. What do they all stand for?

Character Based Literacy Program All Write
Framed in Fire, Day 8

Name: _____
Date: _____

All Write

Teach a Mini Lesson using *All Write* page 369: abbreviations, part 2: initialisms

Student activity: Short answer and fill in the blank.

1. Initialism is similar to an _____.
2. What makes an initialism *different from* an acronym? _____
_____.
3. Now that you know the difference between an acronym and an initialism, are any of the acronyms you brainstormed yesterday actually initialisms? Go back and check.
4. Create another list, this time thinking of as many initialisms as possible. Post the list and build on it throughout the unit.

All Write

Teach a Mini Lesson using *All Write* page 431: interjections

Student activity: Short answer and fill in the blank.

1. An interjection is a _____ or _____ that expresses strong _____.
2. Commas or _____ are used to separate interjections from the rest of the sentence.
3. Brainstorm as many interjections as you can think of. Make a list of at least 5.

4. As a class, write 5 sentences using those interjections. Decide if you need to use a comma or an exclamation mark.

All Write

Teach a Mini Lesson using *All Write* page 216: addressing the envelope

Student activity: Short answer and fill in the blank.

1. When addressing an envelope, where do you put your address?

2. Which corner of the envelope do you put the stamp? _____

3. How much does a normal stamp cost? _____

4. How do you fold your letter? Practice using a piece of paper.

5. Where does the address belong of the person you are sending the letter to?
