

Character Based Literacy Program All Write
My Brother Sam is Dead, Week 1 Day 1

Name: _____

Date: _____

All Write

Teach a Mini Lesson using *All Write* page 211-212-Business Letters

Student Activity: Short answer.

1. What is the difference between a friendly letter and a business letter? _____

2. Name the 3 different kinds of business letters. _____

3. When do you write a letter of request? _____

4. When do you write a letter of complaint? _____
5. When do you write a letter of opinion and who might you send it to? _____

All Write

Teach a Mini Lesson using *All Write* page 214-Parts of a Business Letter

Student Activity: Fill in the blank. Read the sentences and fill in the appropriate word.

1. The _____ of the letter includes your address and the date.
2. The _____ includes the name and address of the person/organization you are sending it to.
3. The _____ is the greeting.
4. The _____ is the main part of the letter.
5. The _____ is placed after the body.
6. Name two common ways of closing a business letter.
7. The _____ ends the letter.
8. If you are using a computer, how many spaces vertically do you leave between your name and your signature? _____

STEP ONE: BUSINESS LETTER

Reread page 212 and decide the kind of letter you want to write.

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Name: _____

Date: _____

All Write

Teach a Mini Lesson using *All Write* page 215-Sample Business Letter

Student Activity: Fill in the blank.

1. How many spaces are put between the heading and the inside address? _____
2. How many spaces are put between the inside address and the salutation? _____
3. How many spaces are put between the salutation and the body? _____
4. How many spaces are put between the body and the closing? _____
5. How many spaces are put between the closing and the signature? _____

STEP 2: BUSINESS LETTER

Reread page 213 and choose your topic.

All Write

Teach a Mini Lesson using *All Write* page 216-Sending the Letter

Student Activity: Fill in the blank.

1. The standard size for a business envelope is _____.
2. Begin the name and address of the person you are writing to about _____ down the envelope and a little to the left of the _____.
3. Write your name and address in the _____ corner of the envelope.
4. Put a stamp in the upper _____ corner.

STEP 3: BUSINESS LETTER

Reread page 213 and gather details for your letter.

All Write

Teach a Mini Lesson using *All Write* page 367- Plurals that do not Change

Student activity: Short answer.

1. If a word is plural what does that mean? _____
2. How are most plurals formed? _____
3. What do you add to make a word plural if it ends in *sh, ch, x, s and z*? _____
4. What are three examples of words that do not change when they become plural?
Try to use examples that are not in the book. Brainstorm with your class.
 - a. _____
 - b. _____
 - c. _____

STEP 4: BUSINESS LETTER

Reread page 213 and write your first draft.

All Write

Teach a Mini Lesson using *All Write* page 367- Ending in “o”

Student Activity: Fill in the blank.

1. Add a _____ to make the word plural if the word ends in o with a vowel letter just before the o.
2. Add a _____ to make the word plural if the word ends in o with a consonant letter before the o.

Student Activity: Write the plural of the following words.

1. Radio: _____
2. Solo: _____
3. Burrito: _____
4. Banjo: _____
5. Photo: _____
6. Video: _____
7. Taco: _____
8. Alto: _____
9. Burro: _____
10. yo-yo: _____

STEP 5: BUSINESS LETTER

Reread page 213 and revise.

Character Based Literacy Program All Write
My Brother Sam is Dead, Week 2 Day 2

Name: _____

Date: _____

All Write

Teach a Mini Lesson using *All Write* page 368- Ending in “ful”

Student Activity: Short answer.

1. What is the rule if a word ends in “ful”? _____
2. Practice making these words plural.
 - a. five cupful: _____
 - b. six spoonful: _____
 - c. two bowlful: _____
 - d. three tankful: _____

STEP 6: BUSINESS LETTER

Reread page 213 and edit.

Teach a Mini Lesson using *All Write* page 368- Ending in “f” or “fe”

Student Activity: Fill in the blank.

When changing nouns that end in “f” or “fe” there are some guidelines.

1. If the final *f* sound is still heard when you say the word, simply add

_____.

2. Write 3 examples.

a. _____

b. _____

c. _____

3. If the final sound is a *v* sound, change the _____ to a _____ and add

_____.

4. Write 3 examples and show the steps.

a. _____

b. _____

c. _____

STEP 8: BUSINESS LETTER

Reread page 216 and address your envelope.

Teach a Mini Lesson using *All Write* page 368- Nouns Ending in "y"

Student Activity: Fill in the blank.

1. The plurals of common nouns that end in y (with a consonant before the y) are formed by _____.
2. Write 3 examples of this kind of change.
 - a. _____
 - b. _____
 - c. _____
3. The plural of proper nouns ending in y are formed by adding _____.
4. Write an example: _____
5. The plural of common nouns ending in y (with a vowel before the y) are formed by adding _____.
6. Write 3 examples.
 - a. _____
 - b. _____
 - c. _____

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Name: _____

Date: _____

Teach a Mini Lesson using *All Write* page 368- Compound Nouns

Student Activity: Short answer.

1. When you have a compound noun, how do you decide which word to make plural? _____
2. What makes that word 'more important'? _____
