

LETTERS OF APPRECIATION

ELA 30 – WRITER'S WORKSHOP #2

WHAT IS A LETTER OF APPRECIATION?

- WRITING TO SOMEONE TO TELL THEM HOW MUCH YOU APPRECIATE THEM
- GIVING REASONS FOR HOW/WHY THEY HELPED YOU
- THANKING SOMEONE FOR A JOB WELL DONE



WHAT'S THE POINT?

- EVERYONE LOVES TO HEAR THEY ARE DOING A GOOD JOB!
- MAKE SOMEONE'S DAY!
- APPLICABLE TO REAL LIFE. YAY!



WHO DO YOU APPRECIATE?

- WHO HAS MADE A DIFFERENCE IN YOUR LIFE?
- POSSIBLE RECIPIENTS OF AN APPRECIATION LETTER?

WHAT'S THE PLAN?

- PICK YOUR PERSON, CREATE A ROUGH DRAFT, HAVE IT PEER-EDITED, TYPE IT UP.
- HAND IT IN, I WILL EDIT IT FOR YOU, FIX UP ANY ERRORS, RE-PRINT.
- SHOW ME YOUR FINISHED GOOD COPY (I'LL ADJUST YOUR MARK!)
- ADDRESS THE ENVELOPE AND MAIL (IF NEEDED)

HOW DO YOU GET MARKS?

5 – FORMATTING

5 – LETTER – SPECIFIC, CLEAR VOICE

5 – WRITING VARIABLES

15 MARKS TOTAL

