

Prewrite/Brainstorm

When you write a letter, you have a purpose: You want to share or receive information or ideas. Think of a famous person whom you admire. What would you like to tell that person? Write a list of several things you would like to tell the person in a friendly letter.

Day 1

Draft

Write a short letter to the famous person. Use the ideas you listed to create a friendly message. Be sure to include the date, a greeting, and a closing with your signature.

Day 2

Revise

Read your draft letter. Do you begin with an introduction? Do you compliment the person? Does the letter conclude with a pleasant closing? Rewrite the letter.

Day 3

Proofread

Read your letter again. Do you see any capitalization errors? Are all of the words spelled correctly? Did you use the correct punctuation and grammar? Use proofreading marks to correct the sentences.

- Capitalization mistakes
- Grammar mistakes
- Punctuation mistakes
- Spelling mistakes

Day 4

