

Summer Themed Writing

The image shows three overlapping worksheets designed to help students plan a letter. The first worksheet, titled "Let's Plan... A Letter: Topics", has three sections: "Your Summer Plans", "Your Favorite Summer Activities", and "What You Will Miss About School". The second worksheet, "Let's Plan... A Letter: Parts", includes a word bank (Date, Signature, Greeting, Closing, Body) and a sample letter with arrows pointing to boxes for labeling. The sample letter text is: "Dear Ms. Smith, [] June 28th, 2013. I hope your summer has been fun. Mine has been good. So far, I've gone to the beach four times, played with my brother, and gone to summer school. We take trips every week. We even went to a water park last week! [] You were an awesome teacher last year in third grade. I hope I get you again next year when I'm in fourth grade. I also hope I am in class with Emily, Lauren, and Katie. [] I will see you in a month when summer break is over. I hope you are having as much fun as I am. I hope you get to play with your dog a lot! Miss you. [] Lily []". The third worksheet, "Let's Plan... A Letter: Audience", asks "Who are you writing your letter to?" and provides boxes for "My Teacher", "My Parents", "My Best Friend", and "Writing to _____".

Great for the end of the school year or as summer homework!

How to Use:

Print of a copy of each worksheet for each student. Start with the first one and progress through them. These worksheets will help your students plan what they want to write about (their topic) and who their

audience is:

Let's Plan...
A Letter: Topics

Your Summer Plans

Your Favorite Summer Activities

What You Will Miss About School

Let's Plan...
A Letter: Audience

Who are you writing your letter to? Draw what they look like and circle the box. Or, make up your own audience in the last box!

My Teacher

My Parents

My Best Friend

I am writing to _____
about _____

Write a draft and edit it using a checklist....

and include all parts of a letter!

Let's Edit...
A Letter: Editing

Use this checklist to edit your letter. If you didn't include the 5 parts, add them in! Make sure you can check off each box.

Date I stayed on topic
 Greeting I have an audience
 Body I used punctuation to end sentences
 Closing I used capital letters to begin sentences
 Signature I used correct spelling

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Let's Edit...
A Letter: Editing

Use this checklist to edit your letter. If you didn't include the 5 parts, add them in! Make sure you can check off each box.

Date I stayed on topic
 Greeting I have an audience
 Body I used punctuation to end sentences
 Closing I used capital letters to begin sentences
 Signature I used correct spelling

Let's Write...
A Letter

Let's Plan...
A Letter: Parts

Label the parts of the letter using the word bank below:

Date Signature Greeting Closing Body

Dear Ms. Smith. June 28th, 2013

I hope your summer has been fun. Mine has been good. So far, I've gone to the beach four times, played with my brother, and gone to summer school. We take trips every week. We even went to a water park last week!

You were an awesome teacher last year in third grade. I hope I get you again next year when I'm in fourth grade. I also hope I am in class with Emily, Lauren, and Katie.

I will see you in a month when summer break is over. I hope you are having as much fun as I am. I hope you get to play with your dog a lot!

Miss you.

Lily

The last page can be use

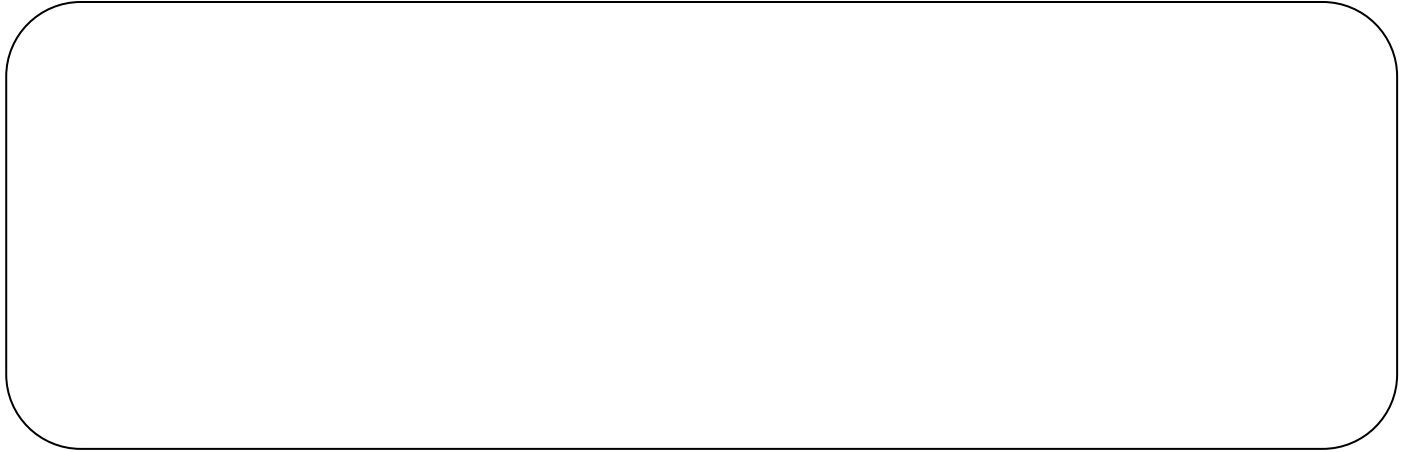
rite the final

version of the letter.

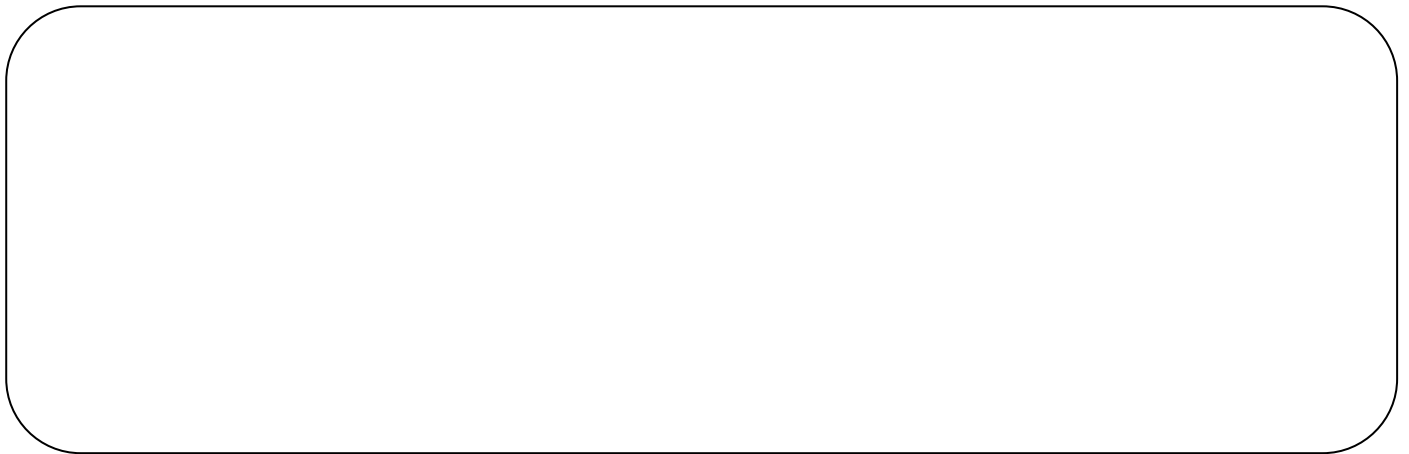
Let's Plan...

A Letter: Topics

Your Summer Plans



Your Favorite Summer Activities



What You Will Miss About School



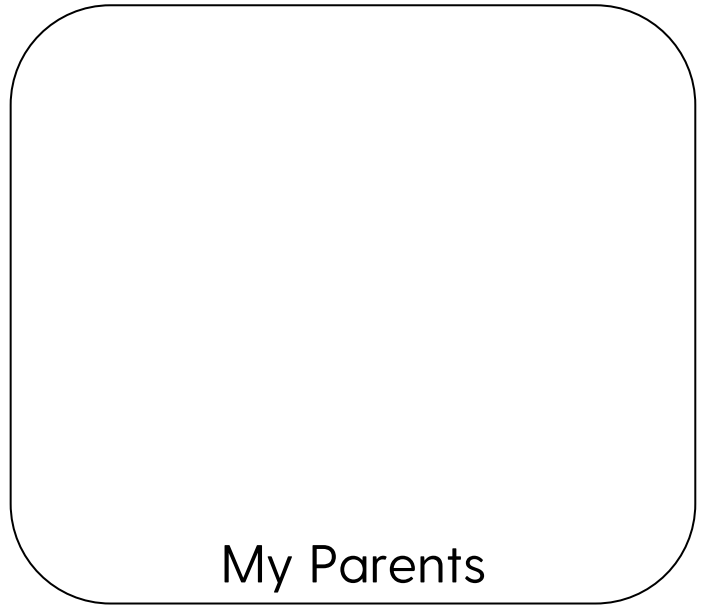
Let's Plan...

A Letter: Audience

Who are you writing your letter to? Draw what they look like and circle the box.
Or, make up your own audience in the last box!



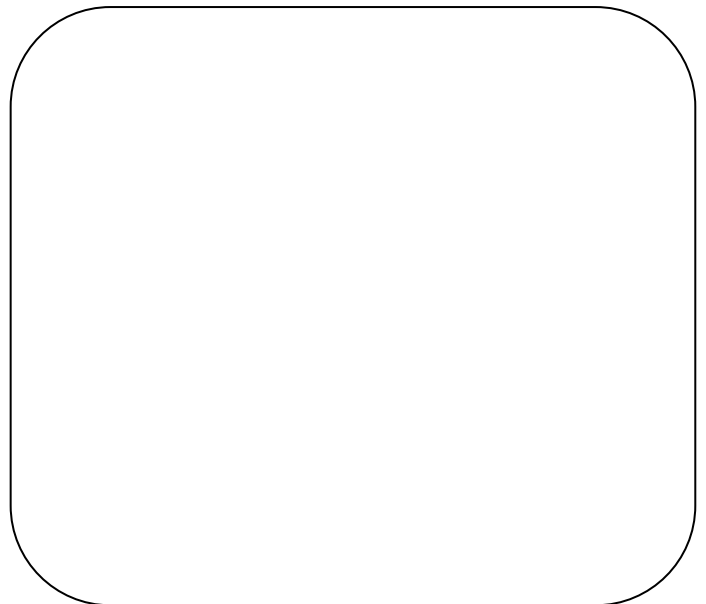
My Teacher



My Parents



My Best Friend



I am writing to _____

about _____.

Let's Plan...

A Letter: Parts

Label the parts of the letter using the word bank below:

Date

Signature

Greeting

Closing

Body

[] → June 28th, 2013

Dear Ms. Smith, ← []

I hope your summer has been fun. Mine has been good. So far, I've gone to the beach four times, played with my brother, and gone to summer school. We take trips every week. We even went to a water park last week!

← []

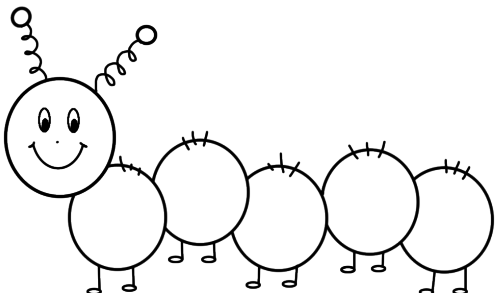
You were an awesome teacher last year in third grade. I hope I get you again next year when I'm in fourth grade. I also hope I am in class with Emily, Lauren, and Katie.

I will see you in a month when summer break is over. I hope you are having as much fun as I am. I hope you get to play with your dog a lot!

Miss you, ← []

Lily ← []

Let's Draft...
A Letter: Rough Draft



Let's Edit...

A Letter: Editing

Use this checklist to edit your letter. If you didn't include the 5 parts, add them in! Make sure you can check off each box.

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Date | <input type="checkbox"/> I stayed on topic |
| <input type="checkbox"/> Greeting | <input type="checkbox"/> I have an audience |
| <input type="checkbox"/> Body | <input type="checkbox"/> I used punctuation to end sentences |
| <input type="checkbox"/> Closing | <input type="checkbox"/> I used capital letters to begin sentences |
| <input type="checkbox"/> Signature | <input type="checkbox"/> I used correct spelling |
-

Let's Edit...

A Letter: Editing

Use this checklist to edit your letter. If you didn't include the 5 parts, add them in! Make sure you can check off each box.

- | | |
|------------------------------------|--|
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| <input type="checkbox"/> Greeting | <input type="checkbox"/> I have an audience |
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| <input type="checkbox"/> Closing | <input type="checkbox"/> I used capital letters to begin sentences |
| <input type="checkbox"/> Signature | <input type="checkbox"/> I used correct spelling |

Let's Write...
A Letter

