

# WP #1 Personal Letter to a Teacher

## Instructions:

*You will be writing a letter to a teacher at the school.*

1. Open a new blank document.
2. Click on No Spacing located in the Styles group of the Home ribbon.
3. Font should be Calibri, Arial, Tahoma, or Times New Roman.
4. Font size should be 12pt. This letter must fit on one page.
5. Follow the example below to write a letter.
6. Hint \*the text in red will tell you how many spaces to use when formatting a letter.
7. Make sure that the spelling and grammar is correct.
8. Save as your class period, last name, first name, WP#4.

## SAMPLE LETTER

Date (spelled out like December 1, 2015) – followed by 4 ENTERS

Dear [Insert teacher's name here –spell it correctly]: -- notice the colon, 2 ENTERS

Paragraph One - Thank you . . . (A paragraph has 4-5 complete sentences) followed by 2 ENTERS.

Paragraph Two - Specific example of what you learned (A paragraph has 4-5 complete sentences) followed by 2 ENTERS.

Paragraph Three - Favorite Activity and Conclusion paragraph (A paragraph has 4-5 complete sentences) followed by 2 ENTERS.

Sincerely, --notice the comma, followed by 4 ENTERS

[This space is where you sign your name after the letter is printed]

Typed Name