

# WP #1 Personal Letter to a Pen Pal

## Instructions:

*You will be writing a letter to a pen pal.*

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 March 1, 2018) – followed by 4 ENTERS

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

Paragraph One – Welcome them to junior high school, tell them why junior high is awesome, reassure them that they will have fun and learn new things at junior high. (A paragraph has 4-5 complete sentences) followed by 2 ENTERS.

Paragraph Two – Tell your pen pal something personal about yourself. You are start by telling them things you like. Tell your pen pal something that your have learned at junior high, tell them which teachers are awesome, which activities are fun, and what you do at lunch. (A paragraph has 4-5 complete sentences) followed by 2 ENTERS.

Paragraph Three – Give your pen pal some advice on how to be successful at Lehi Junior High. Tell them how to make friends, be successful in their classes, and how to have fun at school. Tell them thigns that you wish you would have known before you came to 7<sup>th</sup> grade. (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