

Friendly Letter Assignment - 15 points possible + 10 possible extra credit points

Directions: You will be writing a friendly/personal letter in response to the student from Syracuse. Your point total will be based on neatness, accuracy of spelling and punctuation, content, and following the friendly letter format. This is not extra credit. This is a regular assignment. The extra credit which can be worth up to 10 points is to include something uniquely Minnesotan. Some things to include might be a picture of you at Duluth harbor, a "hotdish" recipe, a postcard of Pine City, something from one of our sports teams, etc. The more creative you are the more extra credit points you will get.

A friendly letter includes five parts:

1. **Heading:** In the upper right hand corner, write the school's address (1400 S. Main Street / Pine City, MN 55063), and the date. This should be three separate lines.
2. **Greeting:** Start with "Dear" followed by the name and then a comma. Her name is Meghan Gaynor.
3. **Body:** Skip a line and then begin the main text. Indent every paragraph, including the first one. You should include information about you, your family, your pets, your hobbies and interests, Pine City and Minnesota, and answer any questions she asked.
4. **Closing:** Capitalize and close with a short expression, such as "Sincerely," or "Yours truly." Notice that *sincerely* has a second *e*, and that *truly* has no *e* in it at all.
5. **Signature:** Legibly sign your first and last name. You might want to print your name also to make sure it can be read.

Keep in mind that you will probably never meet this person, and the only impression she and her class will ever have of you, Pine City, and possibly even the entire state of Minnesota will come from you. If your letter is messy or misspelled or doesn't make sense or gives an impression of apathy and laziness, that is what will be remembered. Try your best to make a good impression to the students of Syracuse, New York.

Example:

1400 S. Main Street
Pine City, MN 55063
December 2, 2014

Dear Meghan Gaynor,

Hi, my name is Joe Schmuckatelli, and I am in 8th grade at Pine City. My favorite class in school is English because I love to read and write. Our English teacher is very funny and also very smart. We are learning a lot this year, like sentence types and literary terms. I like all my other teachers, too, because they make learning so much fun. What is your favorite class? Our school gives a whole bunch of state tests too. It seems like we are doing some kind of testing all the time. I feel sorry for the teachers who don't get a chance to teach and for us kids who have to take the tests.

Besides reading, I enjoy playing sports. My favorite sport to play is racquetball, but I like polo, and alligator hunting. Our school has many different sports to choose from. Our state football team is the Vikings. They aren't doing very well this year, and it is difficult to be a fan. I still watch them all the time even though it can be depressing.

Pine City is a pretty small town. There are only about 3000 people in the town. Our school is 7-12 in one building. We have about 140 kids in the 8th grade class. The town is located about an hour north of Minneapolis and St. Paul (otherwise known as the Twin Cities) and a little more than an hour south of

Duluth. We have two lakes by the town and a river. Lots of people around here enjoy fishing, hunting, snowmobiling, and 4-wheeling. Deer hunting season just got done. I shot a 30 point buck which I will have mounted. It was in the news!

Minnesota also gets cold and snowy in the winter. We already got out early one day and started late the next because of a snowstorm. That doesn't usually happen so early in the year. Last year we had several snow days off and several days when it was so cold that school was closed. We had to make up one day, and the teachers made up the others because that's just the kind of people they are, and we appreciate them.

It was nice to get your letter, and I hope I have answered some of your questions about Pine City. It would be nice to hear back from you again.

Sincerely,
Joe Schmuckatelli