

Name:

Due Date:

Topic: Letter to an Author

Skill: Critical Thinking and Letter Writing

Topic and Skill Description

Do you have a favorite book or have you read several books by a favorite author? Write a letter to an author using correct letter format. Your letter should include the following:

- a brief description about yourself
- comments about the book(s)
- reasons why you enjoyed the book(s)
- questions for the author

Skill Description

Use block format to write this letter. In other words, all lines should be left margin justified. Include your address (no name), date, heading, body, and closing. Skip lines between each of these items. If you type your letter, skip four lines between the closing and your name, and sign your name in cursive and in ink between them.

5900 Concord Ave Edina, MN 55424 August 1, 2010
Dear Ms. Rawlings,

Sincerely,
<i>Your signature</i>
Your name (typed)

ME Book Rubric

Me	Teacher	Objective
<input type="checkbox"/>	<input type="checkbox"/>	Properly used the block letter format (3 pts)
		Proofread for spelling, grammar, and punctuation (2 pts)
		Content is appropriate
		Includes a title, border, and picture
		Includes your name on front and back
		Mounted on colored construction paper
		Handed in on time clipped to this assignment sheet
		Total Points

If you would like to actually send a copy of this letter to the author, this website will help you to find out where!
www.yahooligans.com/school_bell/language_arts/Authors