

## Requirements for Letter to Teacher

**1) Meaning Requirement:** Your letter should be serious, on topic and thoughtful. Go out on a limb and tell your teacher who you really are.

**2) Style Requirements:** Try to build descriptive sentences with strong and appropriate word choices. Use adverbs, adjectives, powerful verbs when they fit. Try to use different sentence lengths, some short and some of greater length.

**3) Form:** This Letter must include the following:

1. A header which includes: a) Your name, grade level and school
2. An introduction to your new teacher in your first sentence
3. 2 sentences or more that focus on you. You can write about your hobbies, things that interest you, your family or other topics that celebrate you!
4. 2 sentences or more that focus on you as a student. You can write about your strengths in school and / or areas where you struggle
5. 2 sentences or more that focus on resolutions or goal you would like to make this year.
6. A closing sentence that completes your letter

**4) Conventions:** Edit your work as carefully as possible to locate and fix spelling errors, grammar mistakes and punctuation faux-pas.