

Demonstration of Learning

Answer the questions and complete the correspondence activity below.

1. What is the proper structural order that should be utilized when composing a letter?

- a) Salutation, Body, Signature, Conclusion
- b) Signature, Body, Salutation, Conclusion
- c) Salutation, Body, Conclusion, Signature
- d) None of the above

2. When composing a correspondence, what section of the letter should clearly state the main message or request?

- a) Greeting/Salutation
- b) Subject Line
- c) Body
- d) Signature

3. Compare and contrast the advantages and disadvantages of composing a formal letter and composing an email for communicating with a potential employer for a job application. Consider factors such as tone, formality, effectiveness, and the ability to convey information and emotions. Provide specific examples to support your analysis and discuss which mode of communication you believe would be more appropriate in this context and why.

4.

Examine the similarities and differences between composing a friendly letter and composing a friendly email below. Analyze the impact of tone, personalization, emotional expression, and convenience on the effectiveness of each mode of communication. Provide specific examples to support your analysis.

Dear [Friend's Name],

I hope this letter finds you in good health and high spirits. It has been far too long since we last saw each other, and I wanted to take the time to catch up and share some exciting news.

Firstly, I wanted to tell you about my recent trip to Europe. The sights, sounds, and flavors of each city I visited were simply incredible. I couldn't help but think of you during my visit to Paris, imagining how much fun we would have exploring the charming streets and indulging in delicious pastries together. We definitely need to plan a trip there in the near future!

On a personal note, I wanted to share the joyous news that I recently got engaged to my partner. We are over the moon with happiness and cannot wait to

Dear [Friend's Name],

I hope this email finds you well amidst your busy schedule. It's been ages since we last caught up, and there are so many things I've been dying to share with you.

Firstly, let me tell you about my recent adventure in Europe. It was an incredible journey filled with breathtaking sights and unforgettable experiences. Every city I visited had its own unique charm, but I couldn't help but reminisce about our past travels together. Remember that time we got lost in Rome? Good times! We definitely need to plan another adventure soon.

On a personal note, I have some exciting news to share. I recently got engaged to my partner! We're absolutely thrilled and can't wait to embark on this beautiful

start this new chapter of our lives together. I would love for you to be a part of our celebration, so please mark your calendar for the wedding, which is set to take place next summer.

I miss our late-night chats and laughter-filled adventures. Life has been a whirlwind lately, but I want you to know that you are always in my thoughts. Let's set up a video call soon so we can catch up properly and reminisce about old times.

Please take care of yourself, my dear friend. I'm sending you all my love and warmest wishes until we meet again.

With love,

[Your Name]

journey together. I would love for you to be a part of our celebration, so save the date for next summer when we'll be tying the knot.

Life has been hectic lately, but you're always in my thoughts. I miss our long conversations and laughter-filled moments. Let's plan a video call soon so we can catch up properly and have a virtual hangout session. I'd love to hear all about what's been going on in your life.

Take care of yourself, my dear friend. Sending you love, positive vibes, and virtual hugs until we reconnect.

Warmest wishes,

[Your Name]

5.

Correspondence Activity: Write a letter or an email to your teacher about how you hope this year will be similar to or different from last year.

- Allow students to use the [Letter Format Graphic Organizer](#) to write their Constructed Response.
- **Must Haves**
 - Date
 - Greeting or salutation
 - Subject line (for emails)
 - Body
 - Closure
 - Signature or name

Letter Format

Date

Greeting with comma

Body of Letter

Closing,

**Signature
Sender's**

Typed Name

Reading Conference Form

Date:	Student Name:	Currently Reading:
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Curriculum and Instruction

Be The Change

What do you like about the book and what connections can you make?



What are your goals as a reader? **(Record in Literacy Notebook).**



What action steps will you take to achieve your reading goals? **(Record in Literacy Notebook).**



What questions about reading do you have? **(Record in Literacy Notebook).**



How can I help you achieve your reading goal?

HISD | Secondary Curriculum and Development

ALIGN, ADVANCE, ENGAGE.

January 1, 2021

Dear Students,

I want you to know that quarantine was not as easy as I thought it would be. I thought that it would give me time to relax and reconnect with my family, and while I reconnected with my family, it was not relaxing at all!

I was worried about a lot of things. I worried about my family and friends. I worried about my students most of all. I missed seeing them every day. There were students who stopped attending the virtual classes, and so I worried about whether they were okay. The worrying took up so much of my brain that I didn't have space for any of the things that I wanted to do, baking new desserts, learning a new skill, reading new books, cooking new food.

I lost several friends over this time. Some were due to the disease and others weren't. It was hard to not be with other people who knew them, and it was hard not to go to the funerals.

There were some good things about quarantine. I got to spend more time with my kids. Usually, they go to school and I go to work and we just see each other in the mornings and evenings. We got to know each other so much better during this time. I got to go for more walks in my neighborhood and just enjoy being outside during the day instead of in a building.

More than anything, I want you to know that I'm glad to be here with you. We all went through this big event, and I'm happy to see you here now, healthy, and safe. I want us to have a really great year to make up for the end of the last one.

Sincerely,

Mrs. Teacher

Mrs. Teacher

TO BE READ LIST

[illegible]

RACE Graphic Organizer

R (restate the question)

A (answer the question)

C “cite evidence” and tell where you found it ex. (p.3)

E (explain the evidence in your own words)

Put It All Together!

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