

**Demonstration of Learning**

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2. C
3. Possible responses:
  - Advantages of composing a letter- Formality and Professionalism, Attention to Detail, Tangible and Physical
  - Disadvantages of composing a letter- Slower Response Time, Higher Costs, Limited Interactivity
  - Advantages of composing an email- Speed and Efficiency, Cost-effective, Ease of Attachment
  - Disadvantages of composing an email- Informality, Lack of Personal Touch, Potential for Miscommunication
4. Possible responses:
  - Similarities
    - Personal Connection: Both the letter and the email aim to establish and maintain a personal connection between friends.
    - Informal Tone: Both modes of communication typically adopt a casual and conversational tone, allowing for a friendly and relaxed exchange of information.
    - Content Sharing: Both the letter and the email provide a platform for sharing personal updates, experiences, and news with the recipient.
  - Differences
    - Formatting and Structure: A friendly letter typically follows a more structured format, with an introduction, body paragraphs, and a conclusion. On the other hand, emails tend to have a more informal and flexible structure, often lacking elaborate greetings and closings.
    - Personalization: While both letter and email can be personalized, letters often provide more opportunities for creativity, such as adding hand-drawn illustrations, decorations, or including small gifts or mementos. Emails, while lacking physical elements, can still be personalized through the use of fonts, colors, and digital attachments like photos or videos.
    - Permanence: A letter, once sent, becomes a tangible keepsake that can be reread and cherished over time. Emails, on the other hand, can easily get lost or deleted, resulting in a less permanent record of the communication.
- 5. Must Haves**
  - Date
  - Greeting or salutation
  - Subject line (for emails)
  - Body
  - Closure
  - Signature or name

Learning - [How to Identify and Manage Emotions](#), from [CommonLit](#) (licensed under the [CC BY-NC-SA 4.0](#) license)

1. Prompt: Write a letter to your future self, congratulating yourself on how well you managed your emotions during a tough time and benefited from emotional awareness. Use examples from the text to support your answer.

**Must Haves**

- Date
- Greeting or salutation
- Body
- Closure
- Signature or name

Securing - [The Effect of Others](#) from [CommonLit](#) (licensed under the [CC BY-NC-SA 4.0](#) license)

1. Prompt: Write a friendly letter to a friend explaining how you are or are not affected by others. Use evidence from the text to support your answer.

**Must Haves**

- Date
- Greeting or salutation
- Body
- Closure
- Signature or name

Secured - [Why Summer Makes Us Lazy](#) from [CommonLit](#) (licensed under the [CC BY-NC-SA 4.0](#) license)

1. Prompt: Write a friendly letter to a family member explaining how you are or are not affected by summer weather. Use evidence from the text to support your answer.

**Must Haves**

- Date
- Greeting or salutation
- Body

- Closure

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Advanced - [Why Summer Makes Us Lazy](#) from [CommonLit](#) (licensed under the [CC BY-NC-SA 4.0](#) license)

1. Prompt: Write a formal/professional letter to the author of the text explaining how you are or are not affected by summer weather. Use evidence from the text to support your answer.

**Must Haves**

- Date
- Greeting or salutation
- Body
- Closure