



October 17, 2011

Dear Parents,

As a part of my student teaching in Jan Ingram's class, I designed and taught a Letter Writing Unit, where your child composed a paragraph for a letter. Each child was required to write about something he or she had studied in second grade. By doing so, your child had to articulate his or her understanding about stories the class had read or science projects the class had performed. The students had to apply some of the basic mechanics of writing such as indentation, capitalization of proper nouns, and punctuation. In addition to writing a paragraph with a topic sentence, supporting detail sentences, and a concluding sentence, your child learned the essential components of a friendly letter. To write this letter, your child participated in a writing process that began with (1) a brainstorming list, (2) an outline using a graphic organizer, (3) a rough draft, (4) a working draft that we edited together, and (5) a final draft. For the final draft, your child chose the letter's font, colors, and clipart. As you can see from the finished product, your child did a phenomenal job.

It was an absolute joy to work with your child on this project and to get to know all of the children in Mrs. Ingram's class. I feel so fortunate that I had this opportunity to learn from her and to learn from your children. I appreciate all of the kind words of encouragement and gratitude that many of you expressed to me. It meant more to me than you could ever know. All of your children are precious and I will miss them. I wish you and your children the very best.

With kind regards,

*Anne Shouse Crisler*

