

## Letter Writing HOW TO

1. Decide who you would like to write to. This person should be a part of our community and have the same career you are researching.
2. Create a new Google Doc to type your letter in. Your letter should include all parts of a letter (Date, Greeting, Body, Closing, and Signature).
3. In the body of your letter (only 1-2 paragraphs), be sure you explain why you are writing and what you are hoping to learn from them.

Choose 3-4 questions you would like to ask and include them in your letter. These questions should be related to your big research questions.

4. Be sure to reread your letter to be sure it makes sense. Check your spelling, capital letters and punctuation.
5. Share your letter with Mrs. Placido. She will double check your work and help you email your contact or print it out to give your contact.

\* See Mrs. Placido's example letter on the next page for more ideas \*

## Letter Writing EXAMPLE

November 9, 2015

Dear Mr. Jones,

My name is Tabor Placido and I am a student at Nicholasville Elementary School. My class is researching careers in our community and I am researching Dentists. I know you are a dentist in Nicholasville and I was hoping I could ask you a few questions about your job.

First, what is your favorite part about your job? Second, what is the most difficult part of your job? Third, what did you have to do to become a dentist? Last, do you have any advice for students that would like to become a dentist?

Thank you for taking time to answer my questions. You can email my teacher back with your answers. I look forward to hearing from you soon.

Sincerely,

Tabor Placido

- To indent your paragraphs, use the TAB button on your keyboard.
- To go to a new line to start a paragraph, use the ENTER button on your keyboard.