

Writing Workshop for “All Summer in a Day”

Assignment: How does Margot feel about the way the other children treat her in “All Summer in a Day”? Be Margot and write a letter to her classmates to explain how you feel.

Product:	A business letter
Purpose:	To explore Margot’s feelings about the unjust treatment at the hands of other children
Point of View:	First-person (Margot’s perspective)
Audience:	The characters who were unjust
Specifics:	As the writer of a successful letter, you should: <ul style="list-style-type: none">• Be Margot five years after the incident. Write a letter to the children in your class back on Venus. Think about how Margot might say things and write the letter in her voice.• Begin by reminding the others who you are. Describe your present situation, including information about where you now live and what you are doing.• Go on to explain why you’re writing. Discuss why you think the others treated you as they did when you lived among them. Explore the children’s final act of cruelty.• Conclude your letter by expressing what you learned from the experience• Use concrete language in your examples and details• Follow the rules for correct grammar, usage, spelling and mechanics• Write using correct business letter format

“All Summer in a Day” Letter Grading Rubric

- The letter insightfully addresses a theme of the story. 5 points
- The letter strongly reveals the voice and perspective of the character. 5 points
- The letter maintains consistency with the plot. 5 points
- The letter has been edited and proofread for mechanical errors; it is neatly typed or in ink. 5 points
- The letter correctly follows the business letter format. 5 points
- Total: 25 points in the writing section

See reverse side for the correct business letter format

5 Hill Street
Madison, WI 53700

Address of writer

March 15, 2005

Date written

Ms. Helen Jones
President
Jones, Jones & Jones
123 International Lane
Boston, Massachusetts 01234

Name, title, business and address of person writing to

Dear Ms. Jones:

Use "dear." Avoid "Mrs." unless know married. End with a colon.

Ah, business letter format—there are block formats, and indented formats, and modified block formats . . . and who knows what others. To simplify matters, we're demonstrating the block format on this page, one of the two most common formats. For authoritative advice about all the variations, we highly recommend *The Gregg Reference Manual*, 9th ed. (New York: McGraw-Hill, 2001), a great reference tool for workplace communications. There seems to be no consensus about such fine points as whether to skip a line after your return address and before the date: some guidelines suggest that you do; others do not. Let's hope that your business letter succeeds no matter which choice you make!

Body of letter. Do not indent. Skip lines between paragraphs

When you use the block form to write a business letter, all the information is typed flush left, with one-inch margins all around. First provide your own address, then skip a line and provide the date, then skip one more line and provide the inside address of the party to whom the letter is addressed. If you are using letterhead that already provides your address, do not retype that information; just begin with the date. For formal letters, avoid abbreviations where possible.

Skip another line before the salutation, which should be followed by a colon. Then write the body of your letter as illustrated here, with no indentation at the beginnings of paragraphs. Skip lines between paragraphs.

After writing the body of the letter, type the closing, followed by a comma, leave 3 blank lines, then type your name and title (if applicable), all flush left. Sign the letter in the blank space above your typed name. Now doesn't that look professional?

Sincerely,

Formal salutation



Sign in pen. Skip three lines when typing.

John Doe

Type out name of writer.