

Name: _____

Letter to Your Teacher: 4 Square

This year we will be using the "4 Square" format to help you organize your writing. After you complete this 4 square, you will rewrite the information in the format of a letter. Each square will become a paragraph of at least 3 complete sentences. You do not need to use complete sentences in the squares below.

<p>Introduction: Details About You Examples: pets, family, favorites, where you're from</p> <p>1. _____ _____ _____</p> <p>2. _____ _____ _____</p> <p>3. _____ _____ _____</p>	<p>1st Body Paragraph: Details About School Examples: favorite class/teacher, best memory, things your teacher should know</p> <p>1. _____ _____ _____</p> <p>2. _____ _____ _____</p> <p>3. _____ _____ _____</p>
<p>2nd Body Paragraph: Your Choice Examples: big events, hobbies, summer, goals, friends</p> <p>1. _____ _____ _____</p> <p>2. _____ _____ _____</p> <p>3. _____ _____ _____</p>	<p>Conclusion: Wrap It Up Examples: most important things about you, things you would like to ask your teacher</p> <p>1. _____ _____ _____</p> <p>2. _____ _____ _____</p> <p>3. _____ _____ _____</p>

Criteria for Success:

- My **heading** is written neatly in the top right corner of my paper.
- My letter has at least **4 paragraphs** that are **indented**.
- My paragraphs each have at least **3 complete sentences**.
- I have used **complete sentences** that begin with **capital letters** and end with **punctuation**.
- I have used my **best handwriting**.
- My **spelling** has been checked for accuracy.

I have done my **best writing** to show my teacher my **skills**.