

Writing for Success Scope and Sequence

Intermediate Level 1 Letter Writing

Skills Taught

Lessons

	1	2	3	4	5	6	7	8
Using proofreading marks	✓	✓	✓	✓	✓	✓	✓	✓
Knowing a friendly letter is a kind of informal writing sent to relatives, friends, or acquaintances	✓	✓	✓	✓				
Identifying and analyzing a friendly letter	✓	✓	✓					
Participating in partner activities	✓	✓	✓	✓				
Knowing the heading of a friendly or business letter contains your address and the date	✓	✓	✓	✓	✓	✓	✓	✓
Knowing the names of street, city, state, and month in the heading of a letter begin with capital letters	✓	✓	✓	✓	✓	✓	✓	✓
Knowing the state name in the heading of a letter uses the postal abbreviation	✓	✓	✓	✓	✓	✓	✓	✓
Knowing the city and state in the heading are separated by a comma	✓	✓	✓	✓	✓	✓	✓	✓
Knowing the zip code follows the state postal abbreviation in the heading of a letter	✓	✓	✓	✓	✓	✓	✓	✓
Knowing the day and year in the heading are separated by a comma	✓			✓	✓	✓	✓	✓
Demonstrating expected audience behavior	✓	✓	✓	✓	✓			
Knowing the body of a friendly letter tells what the writer wants the reader to know	✓	✓	✓	✓				
Knowing to skip a line between the heading and the salutation in a friendly letter	✓	✓	✓	✓				
Knowing most friendly letters begin with the salutation Dear which is capitalized	✓	✓	✓	✓				
Knowing the name of the person receiving the friendly letter follows the salutation is capitalized and is followed by a comma	✓	✓	✓	✓				
Knowing you skip a line between the salutation and the first paragraph of a friendly letter	✓	✓	✓	✓				
Knowing what an indent is and how to use it in a letter	✓	✓	✓	✓	✓	✓	✓	✓
Knowing that when word processing a letter, a space can be inserted between each paragraph instead of using an indent	✓	✓	✓	✓	✓	✓	✓	✓
Knowing the opening sentence of a friendly letter says hello and asks how the person is doing	✓	✓	✓	✓				
Knowing to skip a line between the last paragraph and the closing of a friendly letter	✓	✓	✓	✓				
Knowing most friendly letters use a closing such as Your friend or Yours truly in which the first word is capitalized	✓	✓	✓	✓				
Knowing the closing of a friendly letter is followed by a comma	✓	✓	✓	✓				
Knowing the letter writer signs the letter (signature in cursive) after the closing	✓	✓	✓	✓				
Knowing an abbreviation is a shortened form of a word or phrase		✓	✓	✓	✓	✓	✓	✓
Knowing most abbreviations begin with a capital letter and end with a period		✓	✓	✓	✓	✓	✓	✓

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Knowing the abbreviations Mr., Ms., and Mrs. end with a period, but Miss does not		✓		✓	✓	✓	✓	✓
Knowing the abbreviations A.M. and P.M. are written with capital letters and periods		✓						
Knowing standard address abbreviations for Street (St.), Road (Rd.), and Avenue (Ave.)		✓	✓	✓	✓	✓	✓	✓
Writing a class friendly letter collaboratively		✓	✓	✓				
Using a graphic organizer		✓	✓	✓		✓	✓	✓
Knowing the closing sentence of friendly letter asks the reader to write back and answer questions asked in the letter		✓	✓	✓				
Editing a friendly letter collaboratively		✓						
Knowing a friendly letter asks polite questions of the reader		✓	✓	✓				
Using an add-in sheet		✓	✓	✓		✓		
Varying the first words of sentences in a paragraph		✓		✓				
Writing a friendly letter independently			✓	✓				
Brainstorming			✓				✓	✓
Knowing postal abbreviations are written in capital letters with no periods				✓	✓	✓	✓	✓
Knowing that if a state name has two words (North Dakota), the first letter of each word is used in the postal abbreviation (ND)				✓	✓	✓	✓	✓
Knowing some state abbreviations use the first two letters of the state name (OH, IN)				✓	✓	✓	✓	✓
Knowing some state abbreviations use the first and last letter of the state name (CT, VA)				✓	✓	✓	✓	✓
Knowing there are some exceptions to state abbreviations that must be memorized (TX, AZ)				✓	✓	✓	✓	✓
Editing a friendly letter				✓				
Adding sentences				✓				
Knowing proofreading means checking for capitalization, punctuation, grammar and usage, and standard spelling				✓		✓		✓
Proofreading a friendly letter with a partner				✓				
Using a rubric for evaluation				✓				✓
Publishing and presenting a friendly letter				✓				
Knowing how to address an envelope					✓	✓		
Knowing a return address is written in the upper left corner of the envelope and allows the post office to return the letter if it can't be delivered					✓	✓		
Knowing the mailing address is written in the center of the envelope and tells the post office where to deliver the letter					✓	✓		
Knowing the mailing address contains the full name of the person receiving the letter on the first line, the street on the second line, and the city, state, and zip code on the third line					✓	✓		
Addressing an envelope collaboratively					✓	✓		

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Analyzing a business letter of concern					✓	✓		
Knowing a stamp is needed in the upper right corner of an envelope to send it					✓	✓		
Knowing you use formal language when writing a business letter					✓	✓	✓	✓
Knowing a business letter of concern is written when worried about something that is happening or when a problem needs to be solved					✓	✓	✓	✓
Knowing you include your street address as a heading that starts at the left margin in a business letter of concern					✓	✓	✓	✓
Knowing a business letter has an inside address that includes the name, the address, the city, the state, and the zip code of the person or organization receiving the letter					✓	✓	✓	✓
Knowing the salutation is the greeting at the beginning of a business letter					✓	✓	✓	✓
Knowing the salutation begins with a capital letter					✓	✓	✓	✓
Writing Sir or Madam in the salutation if the name of the person receiving the letter is unknown					✓	✓	✓	✓
Knowing the salutation of a business letter ends with a colon after the person's name or title					✓	✓	✓	✓
Opening a business letter of concern with a positive comment					✓	✓	✓	✓
Getting to the point quickly in a business letter of concern					✓	✓	✓	
Presenting reasons, facts, and examples in a business letter of concern					✓	✓	✓	
Using language that asks the reader to act on the request					✓	✓	✓	
Giving suggestions about how the reader should respond					✓	✓	✓	
Stating that the writer is willing to help solve the problem					✓	✓	✓	
Knowing the closing sentence of a letter of concern should thank the reader for their time and attention in reading the letter					✓	✓	✓	
Knowing a business letter should end with a closing such as Sincerely or Yours truly written at the left margin					✓	✓	✓	
Writing your signature in cursive beneath the closing					✓	✓	✓	
Printing or typing your full name beneath the signature					✓	✓	✓	
Writing a class letter of concern collaboratively						✓		
Editing a class letter of concern collaboratively						✓		
Using precise and compelling language						✓		✓
Eliminating repetitious information						✓		✓
Combining sentences						✓		
Capitalizing titles of people, places, organizations, companies, and departments							✓	

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Knowing little words such as the, of, for, and to in titles and names are not capitalized							✓	
Knowing a person's title is capitalized only if it comes before the person's name							✓	
Writing a letter of concern independently							✓	
Knowing most contractions are words formed from one or two words by omitting one or more letters and substituting an apostrophe							✓	
Knowing that contractions are used in informal language so they are not used in business letters that require formal language								✓
Knowing could of, should of, would of are incorrect and should be replaced with could have, should have, would have								✓
Eliminating slang words and using formal language in business letters								✓
Editing a business letter of concern								✓
Proofreading a business letter of concern with a partner								✓
Publishing and presenting a business letter of concern								✓