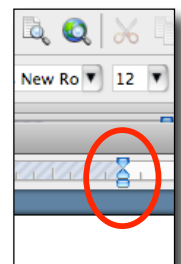
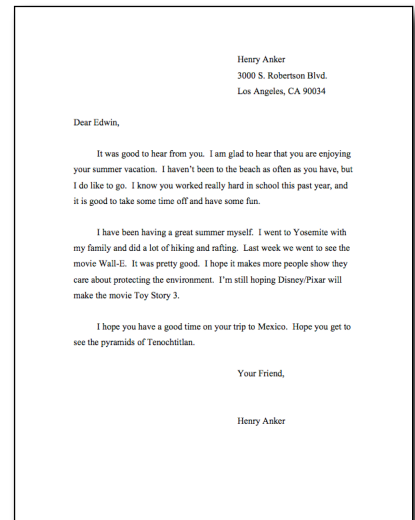


Grade 3 - Lesson 8

Writes a Friendly Letter with proper formatting

After using the OCR exercises in creating a friendly letter by hand (multiple times, with proper formatting), students can use their best example of a properly formatted friendly letter as a draft to publish using the computer.

1. Explain to students that they will be using the **Alignment & Spacing** portion of the Formatting Palette several times in this work.
2. Show an “Anchor Paper” (example) to students first using the projected computer, and go over the parts (return address, salutation, body, closing, name/signature). They should remember these parts from previous lessons.
3. Ask students to verify that they have each of these parts in the draft they will be working from.
4. Make sure all students have the Formatting Palette visible. Have students change the text size to 14 or 18, and line spacing to 1-1/2 or double spacing.
5. Direct students’ attention to the ruler at the top of the document window. Students will be adjusting the tabs twice in the letter (once for the return address, and also for the closing/signature line).
6. If students cannot see the ruler, model for them how to move the window downward by dragging from the title bar.
7. Using the projected computer, zoom in on the tab markers that students will use to adjust the location of the text. Make sure students click on the blue rectangle beneath the triangles to adjust the tab. Move it to the 4” mark.
8. Model for students how to type their return address



- information, pressing return after each line. Allow students time to complete this part.
9. Have students press return twice after the last line of their return address.
Model for them how to drag the tab marker (rectangle) back to the left to the 1" mark. Type the salutation followed by a comma. Press the return key once or twice.
 10. Press the tab key (indenting can be optional, as nowadays, the formatting of business, and many friendly letters, does not use indentation).
 11. Begin typing body of letter. Remind students to only use the return key when they are planning to start a new paragraph.
 12. Press the return key twice after the body of the letter is complete. Students can be reminded to use any extra time to check spelling and look for other errors, add sentences and other details.
 13. Using the projected computer once again, zoom in on the tab marker. Zoom back out. Model for students that this time, as they drag the tab markers, there is a dotted line that extends vertically, showing that the text can be lined up with the text above. In this case, we want the closing to be aligned with the left edge of the return address.
 14. Monitor students to see if they have done this step correctly. Once all students are ready, have them type their closing line (Your Friend, Sincerely, etc...), press return 3 times (allowing space for the signature), and then type their name.
 15. Save and Print using established procedures.

