

## Activity 2.4: Elements of Effective Writing

Time: 45 minutes

### Purpose:

To determine which elements of the Written Communication Checklist are appropriately addressed using the practice letter and then apply the checklist to our own written communications.

### Materials Needed:

- Teacher Letter – available at the end of this activity
- Elements of Effective Writing Review Card – available at the end of this activity

### Roles:

Facilitator will instruct participants to read the teacher letter.

Participants will rate a sample teacher letter based on the elements of effective writing and score the letter using the review card provided.

### Activity:

1. Provide each participant with a copy of the Teacher Letter handout and Review Card.
2. Allow time for participants to read the Teacher Letter.
3. Ask participants to score the Teacher Letter using the review card provided.
4. Ask participants to “turn and talk” to their neighboring colleagues to discuss their review of the Teacher Letter.
5. After providing time for discussion, ask the full group to come together to discuss their review of the Teacher Letter.

Module 2: Communicating Effectively  
Activity 2.4

August 17, 2023

Dear Parents,

Welcome back to a fresh semester at Klein Collins High School! I am so excited about all that we will be studying this semester and the skills and knowledge that your student will acquire over the course of our study together.

As many of you know, I am an advocate of a close teacher-parent relationship in the process of educating your child. In this new semester, please feel free to contact me anytime with questions, concerns, or comments. The quickest and most effective way to reach me is via email (jmcgown@example.com). I send out parent updates over email, so if you would like to be included in this send your email address and I will add you to my address list. In addition, I may also be reached during school hours at 832-555-5317. I welcome your input and hope that we will be able to work together for your student's success this semester.

The first six weeks, we will be writing a research paper to be turned in on September 27th. This research paper will serve as TWO MAJOR GRADES (50% of the six weeks average!) --- one of the grades will be a process grade and the other will be the research paper itself. Each day your child will be receiving extremely important information about the process of research and the necessary steps that must be taken to earn the maximum amount of points on both grades of the projects. Please ask your child daily what they have covered and worked on in class and review the handouts they receive in class at home with them for reinforcement. For example, today they received a handout entitled "Discovering the 20th Century a Decade at a Time" which outlines in detail my expectations for the research assignment. Please review these important documents with your child. In addition, please read the "Student/Parent Acknowledgement Letter" and sign the bottom of the form so that your child can return it to me tomorrow in class (August 18th).

The key to being successful on this project is careful organization! In order to help with this, I am asking that your child have a one-inch binder in which to keep all handouts and materials organized. (*The previous sentence can be edited for online or digital record keeping*) They should make sure to keep up with deadlines so that they are not penalized for turning work in late.

I look forward to working with you over the course of this semester. Again, please contact me if you have questions at any time.

Working with you for the success of your child,

Mrs. McGown

### Elements of Effective Writing Review Card

Element	Appropriately Addressed		Evidence
	Yes?	No?	
<b>Know Your Audience</b>			
<b>Avoid Jargon and Acronyms</b>			
<b>Share valuable Information</b>			
<b>Be Clear and Concise</b>			
<b>Review by Non-Educator</b>			
<b>Proofread by colleagues &amp; approved by administrator</b>			