

Title: Lesson 3- (Optional) Writing to the President
Key Words-personal, stamp, envelope, topic, secretary, criticism
Grade Level- Second Grade
Time Allotted- 45 minutes

Lesson Overview	Students will discuss and review what the president of does. They will discuss and brainstorm what they would like to talk to him about and why. Students will use the writing process and write a letter about their topic and mail it to the president. There are many reasons students would like to write to the president. They might be concerned about the environment or other such important cause. Their letter will be read by a White House secretary who may refer it to the president. No matter who reads it, they will receive a reply. The letter can be neatly handwritten or typed. It should be short and to the point, with the students concern clearly stated.
Guiding Question(s)	What are ways of written communication? Why do I need to know how to correctly write a letter? Why would people write the president and how could that be important? What can I write to the president about? Will he read it and respond? How long do you think it will take to receive a reply?

Learning Objectives (SWBAT – Students Will Be Able to)

- The students will be able to write a letter in the correct format, read their letter and address an envelope correctly to mail it.
- Students will demonstrate competency in the writing process.
- The students will be able to understand that letters are a way of written communication and have a purpose.
- Students will demonstrate that letters have parts and structure.

Standards of Learning-SOLs

Writing:

- 2.11 The student will write stories, letters, and simple explanations.
- 2.12 The student will edit writing for correct grammar, capitalization, punctuation, and spelling.

Assessment Tool(s) –

- A letter produced that makes sense and is on topic.
- Closure discussions and responses.
- Personal Journal writing as an exit slip.

Materials/Resources needed

- Personal Journal
- Letter form template (see below)
- Pen/pencils
- Letter-addressing template (see below)
- Envelope
- Postage Stamp
- The address for the president is:

The President of the United States
White House Office
1600 Pennsylvania Avenue, NW
Washington, DC 20500

Modifications/Extensions (to meet needs of diverse learners)

- Writers with limited proficiency can dictate a letter that can be typed or written by someone else.
- The teacher can group students according to their writing ability and practice skills involved in writing this type of letter. Some students may be able to take their writing to a higher level and produce a “persuasive letter.”
- Use technology to help some writers engage in letter writing:

The Letter Generator tool is designed to help students learn to identify all the essential parts of a business or friendly letter, and then generate letters by typing information into letter templates. A sample letter is included, and students can learn about the parts of a letter by reading descriptions of each part. Once students have become familiar with letter formats, they are prompted to write their own letter using a simple template.

[Letter Generator](http://readwritethink.org/materials/letter_generator/)
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Instructional Procedures/Process (How will you guide your students through this activity)

- Ask the students to discuss: What does the President do?

Guide their discussion to touch on these basic understandings:

1. Every 4 years, Americans decide who will live and work in the White House.
 2. The president has a lot of power. He also has much responsibility.
 3. He makes sure that citizens obey laws.
 4. He is in charge of all armed forces.
 5. He makes agreements, called treaties, with other countries.
 6. He decides how America will act toward other countries and he represents our country here and around the world.
 7. When Congress sends him a new law, he may or may not agree to sign it.
- The students “brainstorm” a list of topics they would like to talk to the President about. Emphasize that they should answer the question of “why?” They then read this list aloud to a partner and tell their partner why they want to talk to the President about that.
 - The teacher directs them to choose their top 3 ideas and highlight them. From those three they pick one that they then will begin writing their first draft.
 - Review proper letter form with a guide and allow students to write freely about the topic they choose on the template.
 - Students reread their draft letter, editing and correcting any errors and searching for grammatically correct sentences and structure. Rewrite/copy over the final letter in their neatest handwriting.

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Today's Date (For example: Jan. 23, 2011)

Dear President _____ (Write the President's name here),

In the body of the letter, you should first briefly introduce yourself. Remember to include your name and address so that you can receive an answer to your letter.

Explain why you are writing this letter to the President. Perhaps you have a question, a suggestion, an opinion, a request, a concern, or a criticism for the President. Or you may simply want to send your congratulations or well-wishes to the President.

Ask the President specifically for a response that you would like (for example, you might request that the President visit your city or help students in some special way).

Remember to thank the President for reading your letter.

Thank you, (or use another closing phrase)

(Sign your name here)

- Address the envelope using the envelope template as a guide. Partners check these over and then a stamp is placed in the proper spot and mailed.

Your Name Your Address City, State, Zip Code	First Class Stamp
The President The White House 1600 Pennsylvania Ave. NW Washington, DC 20500	

Templates from website:

<http://www.enchantedlearning.com/writingletters/government/president/>

Closure

- Students can share their letters and responses when received. Discuss did they receive a personal response?

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- Respond in personal Journals to these questions:
 - 1.** Why is writing to the president important?
 - 2.** How can letter writing build citizenship?
 - 3.** Who else would I like to write to?
 - 4.** Do you like to receive letters?