

Official Business

Primary Objectives

19b. Writes to convey ideas and information

Why It's Important

Many children enjoy reenacting what they see adults doing. This activity will allow your child to use his imagination while developing his writing skills.

Materials

Paper, markers, pens, pencils, or other writing tools; envelopes; index cards; sticky notes; desk; other office materials (e.g., calendar, old check books, transparent tape); notebooks

What You Do

1. In preparation for this activity, take your child to visit an office, such as a family member's office. After your visit, set up a desk, box, or small table to represent an office desk. In the desk, supply different types of writing tools, paper, and other office materials. Use any that you feel would be interesting to your child.
2. Invite your child to pretend in the office area while working on his writing skills. Allow him to explore the materials. Observe how he uses them.
3. Talk with your child about the materials he has chosen. *I see that you are looking at the index cards. What do you think you could do with those?*
4. Once your child seems to be comfortable with the activity and involved in his play, invite him to write a letter to you about the "work" he is doing.
5. Put your name on a piece of paper. Invite your child to address the envelope to you if he chooses.
6. Talk with your child about how the office would close down for the night. Suggest that, as he puts things back in the desk, he organize and sort the materials so he will be able to find them the next day.