Writing a **Formal Letter** Using the 6 + 1 Write Traits

**Voice:** **Who** is speaking/writing?

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

: **How** can you make that clear? Letter Example

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

:**What** is the purpose?

* \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ideas:**

* Use **details** from the novel
* **1ST Brainstorm** / **word splash** etc.
* **2ND Organize** into web with ideas that

go together and connect them

**Organization:** What **format** does it need?

* Address
* Date
* Greeting (Dear\_\_\_)
* Body
  + **Paragraphs**
  + **Main idea** in first sentence (thesis statement)
* Closing
* Signature

**Word Choice:** What **details** need to be included? (think about what details are most relevant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - **Check for repetition**!

**Conventions** – Check your spelling and grammar, **edit** your rough draft carefully, and ask a friend to check it over for you.

**Sentence Fluency** – **Read through** your edited copy out loud to make sure there is a flow to the writing and it is easy to read.

**Publish / Present** - **Re-write** your letter neatly using **handwriting** or a **computer**. Include any extras that you think will help to further impress the reader.