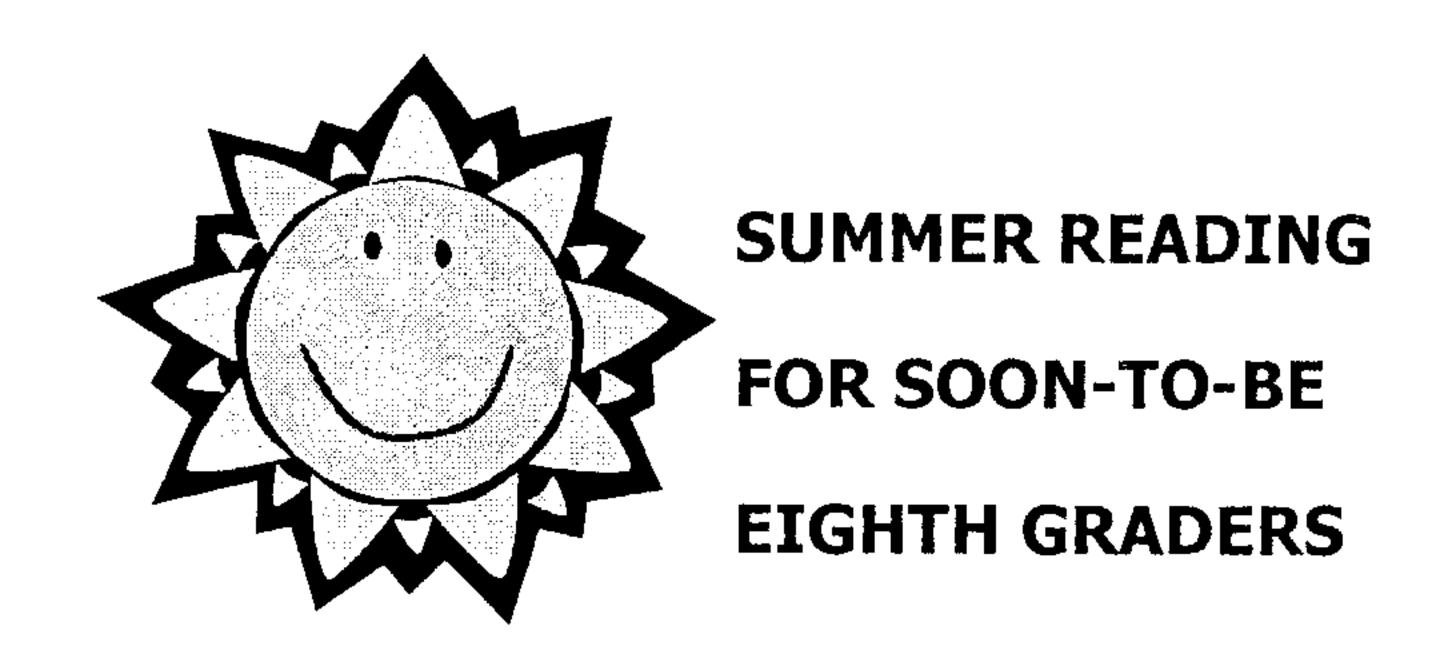
Name:	
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The eighth grade ELA teachers would like you to continue with your independent reading this summer. We are not going to give you a list to choose from, but we hope that you challenge yourself with appropriate choices (at your reading level).

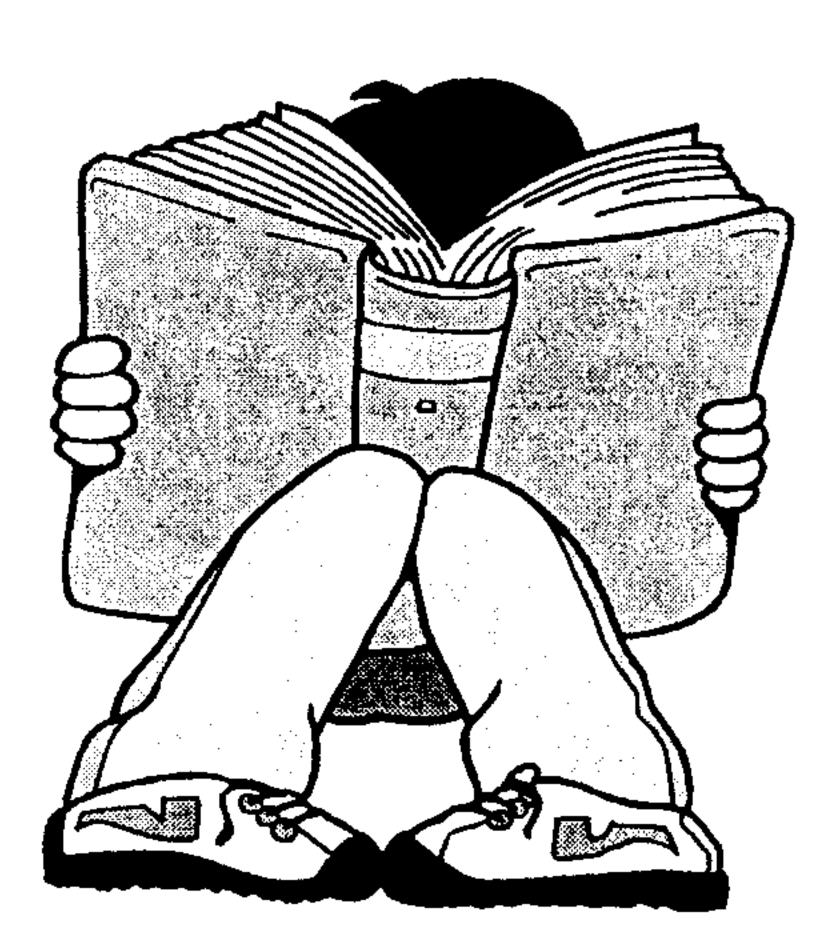
It is expected that you provide evidence for reading ONE independent reading book (fiction or biography). After you read, write a letter to the 8<sup>th</sup> grade ELA teachers (see attached sheets).

This will be your first graded book evidence of the trimester, so check over the attached sheets – outline and criteria -- and make sure that each paragraph has all the criteria.

Please bring your typed letter to class during the first week of school and give it to your ELA teacher.

We encourage you to read more books, but we will only accept book evidence for one (1) book from the summer.

Enjoy the summer! We look forward to meeting you when school starts.



## **Block Style Business Letter**

Parts of a Business Letter	<b>Directions:</b> Write a business letter (block style) to your 8 <sup>th</sup> grade ELA teacher. Follow the format outlined below and shown on the other side. Your letter should be typed and printed out for the first week of school.
1. Heading	<b>Heading</b> includes your address and the date. Write the heading at least one inch from the top of your page at the left hand margin.
2. Inside Address	The <b>inside address</b> includes the name and address of the person or organization you are writing to.
3. Salutation	The <b>salutation</b> is the greeting. Always put a colon (:) after the salutation. If you know the person's name, use it in your greeting. If you do not know the name of the person who will read your letter, use a salutation like <i>Dear Sir or Madam</i> .
4. Body	The body is the main part of the letter. DO NOT INDENT the paragraphs in your letter, instead skip a line after each one.  The body of your letter will contain five paragraphs:  Paragraph 1:  Tell who you are (a eighth grade student at Gaudet Middle School, Middletown, RI).  Tell the title of the book you read, the genre, and the author.  Tell your purpose (to demonstrate your understanding of, to reflect upon, and to show evidence of having read the book).  Be sure to UNDERLINE your book title.  Paragraph 2:  Give a summary of the story  Paragraph 3:  Focus on a literary element (plot; setting; conflict — man vs man, man vs himself, man vs society, man vs nature; theme — lesson taught / learned; protagonist — good guy; antagonist — bad guy; rising action; resolution)  Explain how the author handled this element.  Paragraph 4:  Tell how your feelings and the feelings of the character in your book are alike and how they are different.  OR  Tell how the story changed your thinking; or show how the events of the story validated or affirmed your thinking  Paragraph 5:  Provide a conclusion that includes a prediction and a recommendation
5. Closing	The <b>closing</b> comes after the body. Use <b>Yours truly</b> , or <b>Sincerely</b> , to close a business letter. Capitalize only the first word of the closing and put a comma after the closing.
6. Signature	The <b>signature</b> ends the letter. When you type it, leave four (4) spaces after the closing; then type your name. Write your signature (in cursive and in pen) between the closing and the typed name.

## Sample Business Letter Format

Your Street Address Middletown, RI 02842 September 5, 2010  skip 4 lines  Mrs. Crowley or Mrs. Kibble	<ul> <li>NOTES:</li> <li>Everything lines up on the left side</li> <li>NO INDENTING</li> <li>Make your line spacing 1 and then follow the layout</li> <li>Each paragraph should have 5-7 well written sentences</li> <li>Each sentence should contain at least</li> </ul>
Gaudet Middle School  1113 Aquidneck Avenue  Middletown, RI 02842  ——————————————————————————————————	<ul> <li>10 words</li> <li>More detail and evidence from the text improves your piece</li> <li>Remember, this is your first response to literature grade, so make a good first impression!</li> </ul>
skip 1 line	
skip 1 line	
skip 1 line	
skip 1 line	
skip 2 lines  Sincerely,	
Your Name skip 4 lines (after you print the letter	er out, sive and in pen within this space)