

LETTER WITH SUGGESTIONS

Before You Write

Read the letter. What does the writer use to support his suggestions?
Check (✓) the correct answer.

☐ reasons ☐ examples ☐ research

Dear Ms. White,

I have a few suggestions for our writing class.

First, have you thought about doing some of the writing exercises in class? I prefer writing in class because I can ask you for help. You're better than any dictionary! Second, maybe you could email us your comments on our writing. Then we could read your comments at home and save time in class. Another thing you could do is organize a writing competition. That would make writing more fun.

I hope you consider these suggestions.

Sincerely,

Alex D.

Your First Draft

A Think of three suggestions for your teacher. Complete the chart.

Suggestion	Reason

B Write a letter giving suggestions to your teacher. Use the information in your chart and Alex's letter as a model.

C PAIR WORK Read your partner's letter. Write answers to these questions.

1. Are the suggestions and reasons clear?
2. Do you agree with the suggestions? Why or why not?
3. Can you suggest any improvements to the content or grammar?

Your Second Draft

Use your partner's answers to revise your letter.