

Student Checklist for Alien Pen Pals:

Place a check after each item when you are sure you have completed it to the best of you ability.

1. I have a prewriting (brainstorming) activity that matches the content in my letter. _____
2. My letter has all of the parts required in a friendly letter. _____
3. My letter is free of any spelling or punctuation mistakes. _____
4. My letter is written neatly and can be read by others. _____
5. My thoughts are clear, and the information I am presenting is easy to understand. _____

Grading Check List for Alien Pen Pals:

Components of a friendly letter: The student has all parts of a friendly letter (date, greeting, body, closing, and signature).

Spelling: The student has few or no spelling mistakes.

Punctuation: The student has few or no punctuation errors.

Neatness: The student has written neatly.

Organization: The student has a well-organized paper with a structured beginning, middle, and ending.

Content: The student has included accurate information about Earth in his or her writing.

Sample Friendly Letter:

Heading----- 555 River Drive
Milton, Florida 32570

Greeting-----Dear Jason,

Body-----Today I walked out of the library and heard a strange
sound. Under the bushes were two small kittens. They were
frightened and hungry. I took them home in my backpack.

Closing-----Your friend,
Signature Bobby

Use the following friendly letter to edit with your students:

dear Susan,
Yesterday I went to the beach. i saw many types of fishe and shells.
The warm sun and cool water was wonderful. i hope you and mark are
haveing fun at your grandparents. Tell everyone hello and I will see you
when school starts in agust.