

FUNCTIONAL WRITING PROMPT TWO

INVITING GRADE 6 STUDENTS

Read about the situation below and complete the assignment that follows.

The Situation

Imagine you are Alex Clayton, a Grade 9 student at Woodley Junior High School. Your Grade 9 class has been asked by the principal to write to the Grade 6 students at nearby elementary schools inviting them to spend a day at your school in order for them to see how junior high is different from elementary school, to become knowledgeable about some of the options your school has to offer, and to meet the teachers and the school principal. The day will start with a morning assembly and then the Grade 6 students will buddy up with a Grade 9 student and shadow them for morning classes. In the afternoon the Grade 6 students will have the opportunity to visit three option classes of their choice. Your letter should give information about your school in order to promote it to the incoming Grade 6 students. Each Grade 9 student has been given a specific Grade 6 student to invite. The Grade 6 student you have been assigned to write to is Kelly Smith.

Assignment

Write a business letter to Kelly Smith a Grade 6 student at Longridge Elementary School inviting Kelly to your Junior High school's open house. In your letter explain the purpose of the open house, and give details about how the day will be spent. Encourage Kelly to attend.

When writing, be sure to

- **Identify** the purpose of your letter
- **Explain** the details of the situation
- **Organize** your thoughts appropriately in sentences and paragraphs
- Use **vocabulary** that is appropriate and effective
- Sign your letter Alex Clayton—**do not sign your own name**
- **Address** the envelope

Note: Use your imagination to make up reasonable details about how your school's open house will be conducted.