

Dear Students:

Below you will find the requirements for the 7th grade PreUpper summer reading program. The program is designed to encourage and inspire reading and writing, as well as promote a consistent sense of scholastic engagement over the summer break. Below you will find a link to your required reading for your summer project. As you read, you will need to write a minimum of two friendly letters. You will also need to fill out the attached reading logs, summarizing each section (Caitlin or Martin). These logs will help with your memory of the book and will aid in reviewing before the test. You may also send a postcard from a trip as extra credit. Any friendly letters after the two minimum are extra credit. Another extra credit is to write a friendly letter to Mrs. Susan Sanders or Miss Nina King. (See addresses below). All letters should arrive to me **by August 10, 2018** so that your project is complete by the **first day of school, August 13, 2018**. **We will have a small test on the book the first week of school.**

Link to Summer Reading:

https://www.amazon.com/Will-Always-Write-Back-Changed/dp/0316241334/ref=sr_1_1?ie=UTF8&qid=1524663742&sr=8-1&keywords=ill+always+write+back

This book can also be picked up at large book stores.

Purpose of summer reading and writing

Reading and writing is a skill that must be practiced. The more one reads, the better one reads. A broad range of reading (fiction, nonfiction, autobiographies, poetry, plays, etc.) enhances vocabulary and general knowledge more effectively than anything else in education. Our goal for the student and parent is that reading should be a good experience – not a hassle. In order to function independently, a student must develop good reading habits. Students need to be responsible for completing the reading during the summer. We firmly believe that all students must develop academic independence and the self-responsibility that accompanies such independence. If students need additional support and structure for summer reading success, please email Courtney: csmith@millsprings.org

Do not wait until the last minute to take care of this responsibility.

Requirements of summer reading

Students are required to read the book, **“I Will Always Write Back: How One Letter Changed Two Lives” by Martin Ganda**. You will write a minimum of two friendly letters. I encourage you to read and write more!! **This will be the only reminder.** Students will need to complete all writing so that I receive all letters before August 10, 2018. Reading must be complete by the first day of school. Take advantage of the extra credit available. **Summer reading counts for 10% of the first semester grade.**

ADDRESSES

Mrs. Courtney Smith
3361 Crippled Oak Trail
Box 20153
Jasper, Georgia 30143

Mrs. Susan Sanders
13660 New Providence Road
Alpharetta, Georgia 30004

Ms. Nina King
13660 New Providence Rd
Alpharetta, Georgia 30004

EDITING A FRIENDLY LETTER:

- A friendly letter does not have an inside address
- A friendly letter uses a comma after the salutation
- You capitalize the first letter of each word in the salutation
- You sign your name after the closing. You don't rewrite your name below signature.
- There are 3 blank lines between the heading and the salutation
- There are 2 blank lines between the salutation and the body
- There are 2 lines between the body and the closing
- There are no lines skipped between closing and signature
- The heading and the closing line up with each other (and they are about ½ way across the page)
- The salutation IS NOT indented
- The body IS indented
- You capitalize only the first letter of the first word in the closing.
- Put a comma after the closing
- There is a comma between the city and state in the heading (NOT between state and zip code)
- There is a comma between the day and year in the heading (not month and day).
- Do not write in margins!
- Spell out all numbers (seventh – not 7th)
- If the closing uses “Sincerely”, spell it correctly!

FRIENDLY LETTER FORMAT

PART ONE: A friendly, or personal letter, is a letter that you might write to a friend, relative, or acquaintance. The sample letter below shows the correct form for this type of letter.

	215 Elmsford Road (heading) Caledonia, NJ 07498 October 9, 2012
Dear Pete, (salutation)	
Thanks for your letter. It's nice to know that the old gang hasn't forgotten me. I really miss you guys. Even Mr. Smith's test doesn't sound so bad to me. The kids here don't seem that friendly. So far, I've made only one friend. His name is Philip. He's okay, but we don't like the same things. I think maybe he's been nice to me only because the other kids don't like him. He lives on the next block so we walk home from school together, but it's not like when you and I used to laugh the whole time. He doesn't even like baseball!	
The best thing here is our new house. It's really cool. And you should see my room. It's huge! My mom is letting me fix it up the way I want. I wish you could see all the baseball posters on the walls.	
Write soon!	(Body)
(signature)	(closing) Your friend, Steve

**When you write your salutation, write: Dear Mrs. Courtney,

You will use your address and the current date for the heading, and no inside address is required because you are using friendly format.

Address your envelope like this:

Your Name Your Address City, State Zip	Mrs. Courtney Smith 3361 Crippled Oak Trail Box #20153 Jasper, Georgia 30143
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