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Types of Writing



You use the same steps for all types of writing you do. You might write a story. You might write to give someone information. This unit will review different types of writing.

- **Lesson 13** explains about formal and informal writing. It shows you how to write letters and emails.
- **Lesson 14** tells about opinion writing. It explains how to use facts to support your opinion.
- **Lesson 15** is about narrative writing. A narrative is a story with a beginning, a middle, and an end.
- **Lesson 16** looks at descriptive writing. This type of writing describes something. It creates a word picture of the scene for the reader.
- **Lesson 17** shows how to write an informational text. This is the type of writing you do in class and on tests.
- **Lesson 18** explains how to write a response to a story. It tells about setting, characters, themes, and problems.



13 Personal Writing

Some writing you do is for school. This writing has a **formal**, or serious, tone. Formal writing should have complete sentences. It should follow the rules of writing. Other writing you do is **personal**. This writing is **informal**. You might not follow all the rules of writing. You might write a thank-you note to your grandparents or send a message to a friend. Writing in a journal is also personal writing.




Guided Practice

Read the writing assignment. Then answer the questions.

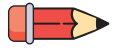
Write a thank-you letter to a friend or family member for a birthday gift. You will send the letter through the post office mail.

Be sure to:

- thank the friend for the gift
 - tell something about the gift or the friend
 - include all the parts of the letter
 - address the envelope to send the letter
- 

Step 1: Prewrite

The first step is to plan your writing. You need to know the address where the letter is being sent.



Letter

A letter has five parts.

1. The **heading** has the date the letter was written. It also has the writer's address. An address tells where a person lives. It tells the name, city, and state. The address also has a **zip code**.
2. The **greeting** starts the letter. It says hello to the reader. It ends with a **comma (,)**.
3. The **body** is the main part of the letter. It has the letter's message.
4. The **closing** says goodbye. It also ends with a **comma**.
5. The **signature** is the writer's name. It is at the end of the letter.

Here is an example of a thank-you letter.

1 → 72 Cleary Lane
Green Bay, WI 54229
November 3, 2022

2 → Dear Ty,

3 → Thank you for the drawing kit. You know how I love to draw! I'm glad you could come to my birthday party. We had fun!

4 → Your friend,
5 → Caleb

Who is getting the letter?



Look for the greeting.

Who wrote the letter?



Look for the signature.

When was the letter written?



The heading tells when it was written.

What is the letter about?



Think about
the subject.

You can mail a letter through the post office. A letter sent through the post office needs an envelope and a stamp.

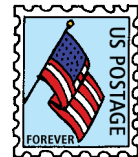
An envelope has three parts.

1. The **return address** tells the name and address of the letter writer. It goes in the top-left corner of the envelope.
2. The **mailing address** is the name and address of the person who will get the letter. It goes in the middle of the envelope.
3. A **stamp** goes in the top-right corner.

1 →

Caleb Williams
72 Cleary Lane
Green Bay, WI 54229

3 →



2 →

Ty Johnson
1010 Madison Way
Appleton, WI 54919

Why do you need to include the mailing address?

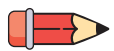


The mailing address is in the middle of the envelope. What does it tell the post office?

What does the return address tell the post office?



The return address is in the top-left corner.



Email

A letter sent by email is faster than sending a letter through the post office.

An email has some of the same parts as a letter. Some parts are different.

1. **To:** names the person who will get the email. It has an email address. An email address has a name and uses the @ symbol.

2. **From:** names the person who sends the email. It also has an email address.
3. The **subject** tells what the email is about. Put a short title in the line after Subject:.
4. The **greeting** says hello to the person receiving the email.
5. The **body** is the message of the email.
6. The **closing** says goodbye.
7. The **signature** is the name of the writer.

Here is an example of an email sent to a grandparent.

New Message		New	Send	Reply	Attach
1 →	To:	grandma.smith@goodmail.com		Date: March 14, 2022	
2 →	From:	elena.dzik@goodmail.com			
3 →	Subject:	Playing at the park			
4 →	Dear Grandma,				
5 →	Do you want to meet me at the park this weekend? My mom said we would be there between 1:00 and 3:00. We can play if you want to. Maybe we can get ice cream, too.				
6 →	Love,				
7 →	Elena				
SEND					

What parts of the email are the same as a letter?

1. _____
2. _____
3. _____
4. _____



Look back at pages 152 and 153. How is the letter the same as the email on page 156?

What parts are different?

1. _____
2. _____
3. _____



Look at the start of the letter and the start of the email.

Who is getting the email?



Look at the greeting and the To: line.

Who wrote the email?



Look at the signature and the From: line.

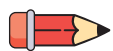
What is the subject of the email?



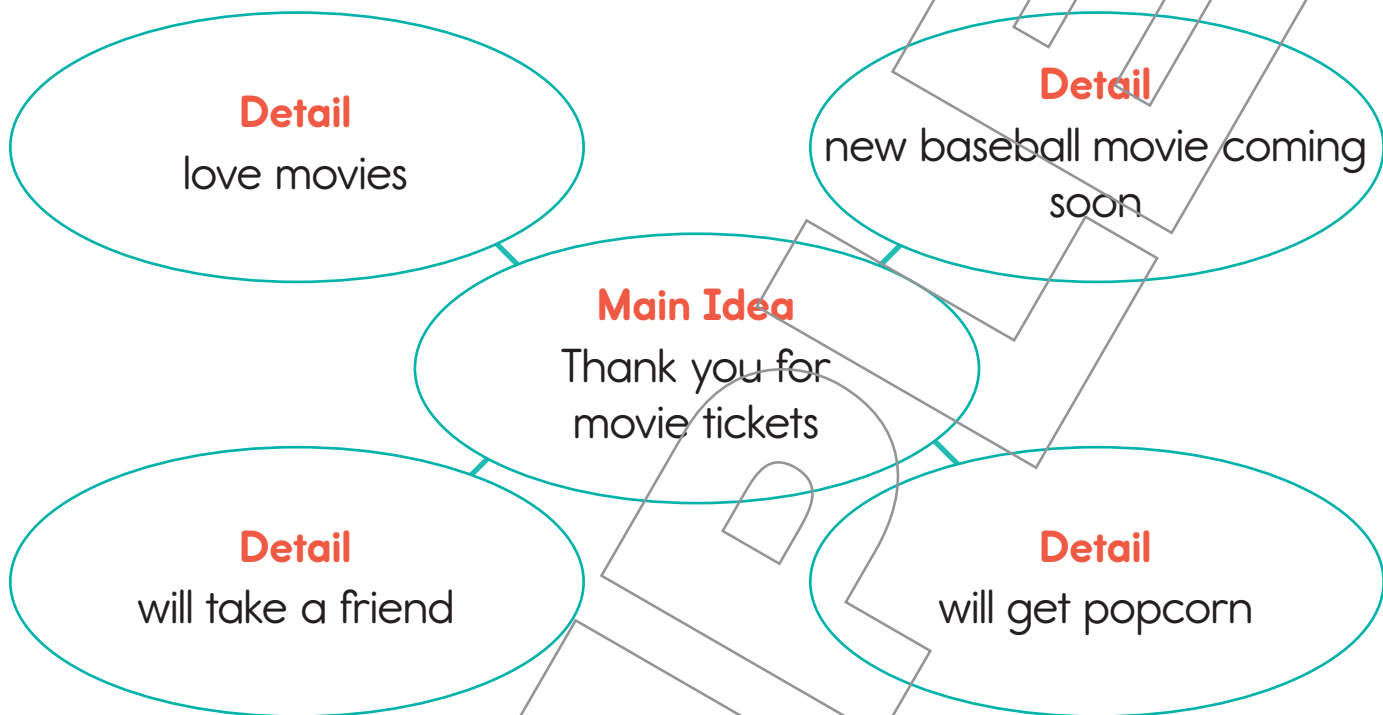
The subject line tells what the letter is about.

You know what information you need to send a letter. Think about what you will write.

Read the writing assignment on page 151 again. Underline the important words in the question.



You can use a graphic organizer to plan your writing. Here is an example of a web that one student used to plan a thank-you letter.



The next step is to write the draft.



Step 2: Draft

Read one student's draft of a thank-you letter. Then answer the questions.

7852 oak drive

New York, NY 10003

May 30, 2022

dear Uncle Ramon,

Thank you for the tickets. I luv movies. I will take my friend Xavier. We'll get popcorn, too

Love

Jaiden

What is the letter about?



The main part of the letter is the body.
What is the main idea?

Who wrote the letter?



Look at the signature. It tells the writer's name.

Jaiden Perez
7852 Oak Drive
New York, NY 10003



Ramon Lopez
214 Fern Street
Newark, NJ 07105

The next step is to revise the writing.

Step 3: Revise

Read the revised draft of the thank-you letter. Then answer the questions.

7852 oak drive

New York, NY 10003

May 30, 2022

dear Uncle Ramon,

Thank you for the ^{movie} tickets. I luv movies. ^{A new baseball movie opens soon.} I will take my
^{to the movie} friend Xavier. We'll get popcorn, too

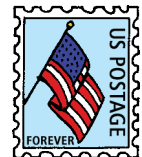
Love

Jaiden

Jaiden Perez

7852 Oak Drive

New York, NY 10003



Ramon Lopez

214 Fern Street

Newark, NJ 07105

Why did Jaiden add the word “movie” to the first sentence in the letter?



Think about what the author was trying to do.

Why did Jaiden add a new sentence?



Think about how the words change the meaning in the letter.



Peer Review

Use the rubric on the next page to review the writing. Give the writing a score from the rubric. This is called a **peer review**. The rubric tells what is needed for the highest score. It also tells why some writing might receive lower scores.

Personal Writing Rubric

Score 3

- The writing answers all parts of the question.
- There is a topic sentence that tells the main idea.
- The writing has details that clearly support the main idea.
- The writing is easy to read and stays on the subject.
- Words are used correctly.
- There are almost no mistakes in grammar, capitalization, punctuation, and spelling.

Score 2

- The writing answers almost all parts of the question.
- The topic sentence telling the main idea is missing or unclear.
- The writing has some details that support the main idea.
- The writing mostly sticks to the topic but has some details that don't belong.
- Some words are not used in the right way.
- There are some mistakes in grammar, capitalization, punctuation, and spelling.

Score 1

- The writing answers only part of the question.
- The topic sentence is missing.
- Many details are missing or do not support the main idea.
- The writing is not easy to read or is off subject in many places.
- Many words are used too many times or not used in the right way.
- There are many mistakes in spelling, capitalization, and punctuation.

What score would Jaiden's draft get?

Score: _____



Think about which score from the rubric matches the letter.

Why do you think it would get this score?



Were there any mistakes? Was the writing clear?

The next step is to edit the draft.

Step 4: Edit

Read the revised draft of the thank-you letter on page 162 again. Find and correct five mistakes in the letter below.

1. _____
2. _____
3. _____
4. _____
5. _____



Look for mistakes in capitalization and punctuation. Is everything spelled correctly?

Step 5: Publish

The final step is to publish the writing. The letter will be sent by the post office mail. Put the letter in an envelope. Place a stamp in the top-right corner. Put the letter in the mail. If you wrote an email, the letter would be sent on a computer or other device.



Independent Practice

Read the writing assignment. Then answer the questions.

Step 1: Prewrite

Write a letter to be sent by email. Write to a friend. Invite this person to do something.

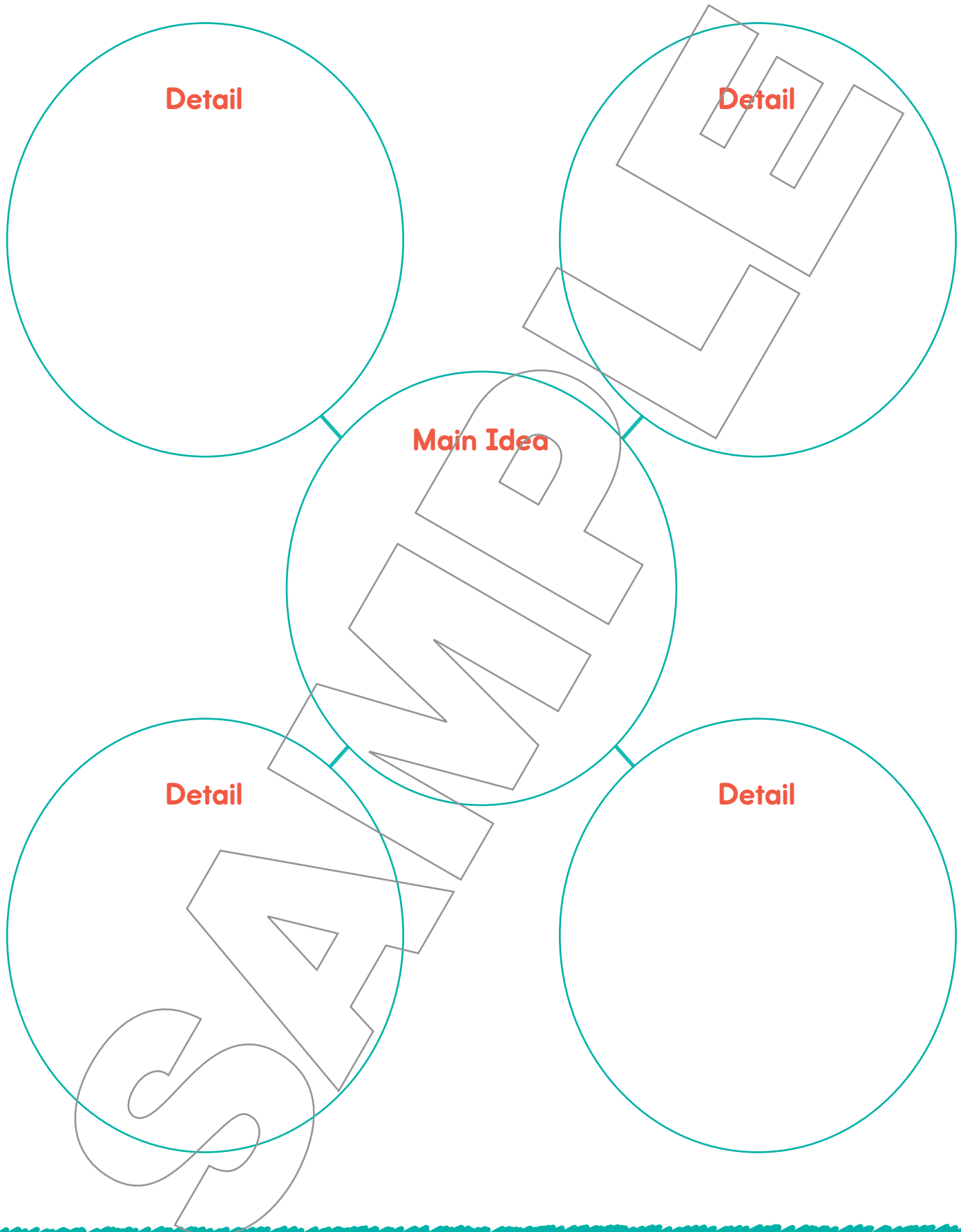
Be sure to:

- follow the five steps of the writing process
- write a sentence that tells the main idea
- give details about what you are inviting the person to do
- include the parts of an email

1. Who are you writing to?

2. What type of letter are you writing?

3. Fill in the graphic organizer to plan your writing.



Step 2: Draft

4. Write your draft below. Use the graphic organizer on page 168 to help you write your draft. Be sure to tell the main idea and details. Then use details that support your main idea.

Below the instruction, there are 15 horizontal lines for writing a draft.

Step 3: Revise

Step 4: Edit

5. Read your draft again. Make revisions on this page. Then edit your revised draft. Use the rubric on page 164 and the proofreading chart on page 144 to review your email. Ask a peer to edit your email, too.



Step 5: Publish

6. Write or type your final email on a separate sheet of paper. Publish your writing by turning it in to your teacher. You can also share it with your class.