

Intentional Writing



Writing a letter is a great way to communicate thoughts and feelings in a personal and meaningful way. In an age when dashing off an email or posting on social media seems to be the preferred method of communication, receiving a handwritten letter is particularly special because the writer intentionally chose to write and send it.

Writing is one of the four basic language skills, along with speaking, listening, and reading. Unlike speaking unrehearsed, writing gives you time to think your ideas through and communicate exactly what you mean and feel - uninterrupted. And you can use pictures to illustrate your words.



CONNECT letter writing to a purpose.

Every letter starts with an idea and a purpose.



Think about your letter's purpose, your main idea, and who will receive your letter.



RESPOND to questions to plan your letter.

What type of letter will you write?

TO WHOM WILL YOU WRITE?

WHAT WRITING UTENSIL(S) WILL YOU USE?

HOW WILL THE WORDS LOOK ON THE PAGE?
 STRAIGHT? CURVY? SPIRAL?

OUTLINE OF A SHAPE OR PICTURE?
 WILL THERE BE ANY HIDDEN WORDS OR SECRET CODES?

WILL YOU ADD ANY ART? YES NO

HOW WILL IT BE SENT?

IF YOU NEED AN ENVELOPE, CAN IT BE MADE WITH SCRAP PAPER AND TAPE? YES NO

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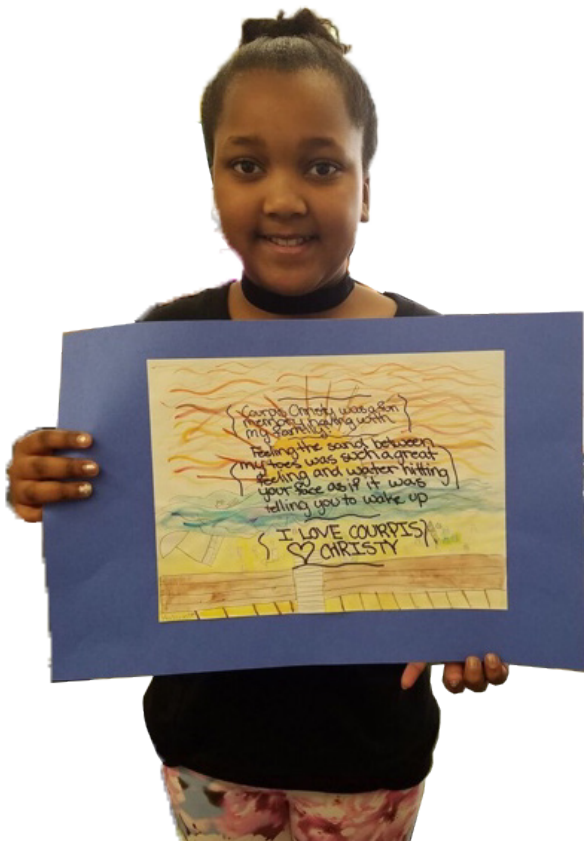
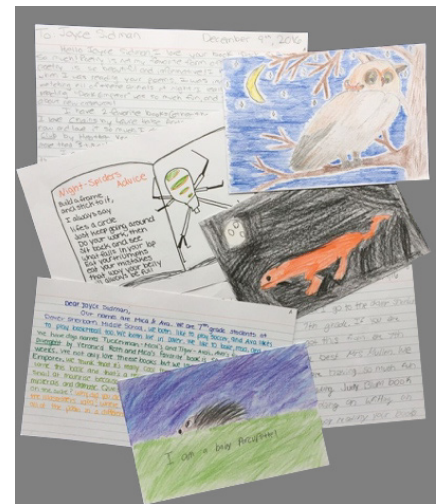
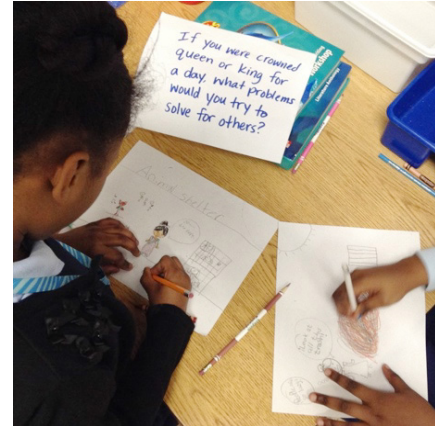


CREATE

Write your letter.

Take time to do a first draft, revise it to make the message clear and interesting, make the writing readable, and add art if you like.

Sign and seal it.



PRESENT

Mail your letter, deliver it in person, or send it through the Internet.

If it's for your future self, find a safe place to hide it away and put a reminder on your calendar to open it at a future date.