

World Languages-Level 3
Individual Common Activity: Letter to an Advice Columnist

I. Task

Students will write a letter to an advice columnist in the target language describing a situation, problem, or concern and a solicitation for advice.

Standard: WL1d

II. Requirements for Task

A. Organization

1. The letter must consist of at least 15 complete sentences in the target language.
2. The letter must contain previously learned vocabulary and structures appropriate to the level.
3. The letter must demonstrate correct sequencing of events using transition words, i.e., "suddenly", "later", "then", etc.
4. The letter must read smoothly and demonstrate logical development.

B. Structure and Content

1. The letter must include the date and an appropriate greeting.
2. The body of the letter must include, but is not limited to, the following:
 - a. a sentence which identifies the situation, problem, or concern
 - b. a detailed description of the problem, who is involved, and previous attempts to resolve the situation
 - c. a concluding sentence in which the student requests advice
3. The letter must include an appropriate closing and signature.

III. Process for Task: Letter to Advice Columnist

A. Pre-Writing: Group Activities

1. Students will brainstorm to generate a variety of appropriate words and expressions in the target language.
2. Students will construct sentences with the vocabulary generated.
3. Students will organize their sentences into a logical sequence of events.

B. Writing and Revision: Rough and Working Drafts-Individual and Pair Activities

1. Students will organize their ideas and sentences in rough draft form.
2. Students will read and correct each other's rough draft.
3. Students will revise their own letters.
4. Students will compose a working draft of their letter and submit it to the teacher.

C. Writing and Revision: Final Draft-Individual Activities

1. Teacher will examine working drafts, provide feedback, offer suggestions for improvement, and return drafts to students.
2. Students will revise their own letters.
3. Students will compose a final typed or printed copy of the letter and submit it to the teacher.

IV. Evaluation

Letters will be evaluated using the grading rubric for writing.