Book Report Letter to Author

Using a letter format, write a letter telling the author what you thought of the book. You may include things you liked or disliked, characters you wish you knew more or less. Remember even if the author is not alive you can still write a letter as if you are sending it to them.

 **10 Points \_\_\_\_\_\_HEADING in the top right:** Includes the address and the date. In some cases, it is OK to just write the date.

**10 Points \_\_\_\_\_\_GREETING:** The greeting usually starts with 'Dear' and is followed the person's name and then a comma.

**30 Points \_\_\_\_\_\_BODY:** After skipping a line, you begin the body of your letter which is the main text of your letter. Indent for each new paragraph. You should have at least three paragraph. Write telling the author what you thought of the book. You may include things you liked or disliked, characters you wish you knew more or less.

**10 Points \_\_\_\_\_\_CLOSING:** The closing includes a short capitalized expression such as 'Sincerely' or 'Love' and is followed by a comma. Skip a line after the body before writing your closing.

**10 Points \_\_\_\_\_\_SIGNATURE:** You sign your name beginning directly below the closing.

**15 Points** \_\_\_\_\_\_\_Letter is neat. Example: best handwriting or typed, paper is not crumpled, stained, or torn.

**15 points** \_\_\_\_\_\_\_Use proper punctuation, spelling and grammar.

**Bonus:** Sometimes you may add a **POSTSCRIPT** at the end of your letter. You write **P.S.**, add a note and then end it with your initials.