



# Room 17's Assignment Guidelines for Work Due April 9<sup>th</sup>, 2010

Name \_\_\_\_\_

## Write a Letter to Your Wells Fargo Docent:

Write a friendly letter to your Wells Fargo docent. Follow the friendly letter format and write at least three paragraphs. Use Carpenter's address for the return address (3909 Carpenter Avenue; Studio City, CA 91604) Include this information:

1. **In the first paragraph**, thank him/her for being your docent and for doing such a fine job. Let the docent know how much you appreciate his/her time, effort and energy (remember, docents usually work for free or only receive very small pay for their work).
2. **In the second paragraph**, describe the part of the tour that you enjoyed the most or what exhibit or artifact that was most interesting to you. Explain why you found it so interesting. Use specific verbs and **LANGUAGE OF THE DISCIPLINE!**
3. **In the third paragraph**, thank him/her again for giving you a better understanding of California's history.

## Criteria (What a Good Letter Needs to Have):

- Heading, Greeting (Salutation), Body, and Close are aligned correctly.
- There are at least three paragraphs.
- Your writing is clear, descriptive, and well organized.
- Spelling and punctuation are accurate. Capitalization is correct. There are no run-on sentences.
- It is written in your best printing or cursive (if you are already skilled in cursive) on the white "class paper"--the kind without holes.
- **This sheet is attached to your letter with the grade completed by you.**

The grade I think my letter deserves is a \_\_\_\_\_.

## Rubric:

4	All directions followed. Format of a friendly letter has been followed and the content of paragraphs vividly details highlights of the tour and your response to the early California field study using Language of the Discipline to clearly articulate meaning. Writing conventions are grade level or better.
3	Most directions followed. Format of letter and content and quality of paragraphs are at grade level.
2	Some directions followed. Content and quality of paragraph(s) are in the "developmental" stages of third grade writing standards.
1	Few directions followed. Work is careless and not understandable. Or, work is missing.

**SAMPLE LETTER—DO NOT COPY—SAMPLE LETTER—DO NOT COPY**

3909 Carpenter Avenue  
Studio City, CA 91604  
April 9<sup>th</sup>, 2010

Dear Ms. Sharp,

Thank you so much for the interesting and exciting tour you gave our class yesterday. You really brought California's gold rush history to life for me.

My favorite part of the tour is actually a tie. I enjoyed the telegraph exhibit almost as much as I enjoyed the simulated ride on the stagecoach. Both things helped take me back to the times of the Wild West. I could imagine myself as one of the passengers, squeezed between two large people on the small bench as the stagecoach bounced over a rocky trail. It made me appreciate the rough times stagecoach travelers must have had. The telegraph exhibit was very interesting, too. I wonder how anyone could translate all the dots and dashes fast enough to copy down an entire message.

Thank you again for an incredibly interesting and enjoyable day that helped to open my eyes to California's history. You're a fantastic docent!

Sincerely,  
Augusta Wind

p.s. The gold nugget gave me a bit of gold fever.