

“Write-Talk Invitation Letter

Dear _____,

Our class is learning about different types of writing that adults do for business and pleasure in their daily lives. Additionally, we are discussing the different purposes, audiences, and steps required to create different types of writing. You have been identified as someone whom a student admires and our class would be interested in hearing your insights on how you use writing as a part of your life. We would like to invite you into our classroom on _____ from _____ to _____.

As part of your brief “Write-Talk” you would be asked to do the following:

1. Bring a copy of an actual writing sample to class. We define writing broadly to include: websites that you have designed to promote a business; newsletters that you distribute within a community organization or among your extended family; flyers that announce events; e-mails or reports that circulate at your workplace; song lyrics or poetry; calendars that manage family events; invitations; travel journals or scrapbooks; resumes; or recipes. Please proofread the text to ensure that it is appropriate for a younger audience. We will have a computer with an Internet connection in the classroom, so feel free to share any online materials that way; however, please bring a printout of any webpages you will share.
2. Read a few lines or the whole piece of writing to students, and talk with them about this piece of writing (or about how you generally use writing in your life) for two to five minutes. Although there is no formula for you to follow, you may want to think of your responses to the questions listed on the back of this letter; they were generated by students in the class.
3. Be prepared for students to ask you questions about your writing for an additional two to three minutes.
4. If possible, please leave a copy of the writing with us so we can refer back to it as a part of later classroom discussions. Please feel free to blot out any personal identifiers (such as names) if you do not want students to read them.

Please indicate a response by checking the appropriate box on the sheet below. You will receive a phone call prior to the date to confirm that you are able to give the talk and to answer any questions you may have.

Thank you for your support!

All the best,

Please detach and return

Student Name: _____

Adult Name: _____

I am not able to give a “Write-Talk” at this time.

I am interested in giving a “Write-Talk.”

Adult Signature: _____

Type of Writing: _____

Phone Number: _____

Best Times to Call: _____