Dear _________________________,

During the next few weeks, our class will be working on Expository Writing at the Advanced Level. The students will learn to inform and explain by writing summaries, instructions, and compositions that compare and contrast. Writing expository compositions is an important skill the students will use often in school and in their personal lives. Besides learning to write expository compositions, the students will learn important language arts skills, including rules for grammar, punctuation, and capitalization.

Here are some things you and your child can do at home:

1. Help your child practice summarizing ideas. Listen to a news story together, or read one aloud from the newspaper. Afterward, ask your child to tell you the most important facts from the story. If the story involved a series of events, your child should be able to repeat or write them in the correct order.

2. Your child will write some expository compositions at school and take them home. Ask your child to read them to you. Praise your child’s writing, pointing out parts you think are especially good. Ask your child to share the compositions with other family members.

3. Your child is learning to write instructions that are clear and easy to follow. Choose some everyday tasks you want your child to learn to do (making a bed, washing clothing, dusting the house). Discuss the steps in the job. Ask your child to write the steps on paper. Then supervise your child as he or she completes the task following the written instructions.

4. Visit the library to select a book on one of your child’s interests such as a hobby or a sport. Ask your librarian to suggest a book your child might like based on his or her interest and reading ability. After your child has read the book, ask him or her to summarize the instructions or game rules. Suggest your child share this summary with a friend to interest the friend in the hobby or sport.

5. Provide paper and a pen for your child to write instructions for playing a simple game, such as checkers, hopscotch, tic-tac-toe, or jump rope. Follow the instructions to play the game with your child. Ask your child to make any necessary corrections after trying the instructions.

If you have any questions, suggestions, or comments about the writing we’re doing at school, please feel free to call me or meet with me.

Your child’s teacher,

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