Do’s and Don’ts of Pen Pal Writing

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| Do | Do Not |
| Follow the designated Theme (i.e. Career Letter, Travel Letter, etc.) | Refer to anything that is unrelated to the Theme |
| Be courteous and polite | Use lingo, text speak, etc. |
| Use Proper Grammar, Punctuation, Spelling | Ask personal questions about Health, Income, Home Address, etc.  \**If this information is conveyed to you without your asking, please notify Instructor immediately.* |
| Address the recipient as Mr., Mrs., or Ms. | Request additional Pen Pals |
| Include personal experiences RELATED to the Theme, that are School Appropriate (left to the judgment of the instructor) |  |
| Ask personal questions RELATED to the Theme, that are School Appropriate (left to the judgment of the instructor) |  |