**Reading Response Letter**

**Check off each item as you complete it in your letter to your teacher.**

\_\_\_\_\_Read your teacher’s last letter and highlight any questions.

\_\_\_\_\_Date (upper right hand side)

\_\_\_\_\_Greeting (Dear \_\_\_\_\_\_\_,) (left side on red margin line)

\_\_\_\_\_**Body – Paragraph 1 (Summary)**

\_\_\_\_\_ Indent first sentence. In the first sentence include the title of your book and the author.

 (The book I am reading this week is ( title) by (author)

\_\_\_\_\_ In the second sentence, tell the genre of the book you are reading and the purpose or

 reason you are reading the book.

\_\_\_\_\_ Summarize what you’ve read this past week. Remember to include only the main ideas

 or parts that are important. Do not tell every detail.

**\_\_\_\_\_Body – Paragraph 2 (Reading Strategies Used)**

\_\_\_\_\_Tell what reading strategies you are using this week. (**The reading strategy or strategies I**

 **am using this week is/are\_\_\_\_\_\_\_\_\_.** ) Next tell or give an example of how you are using

 the strategy.

**\_\_\_\_\_Body - Paragraph 3 (Goals as a Reader)**

\_\_\_\_\_Tell what your goal you are working on this week. (**My goal this week was to**

 **\_\_\_\_\_\_\_\_\_**.) Next tell your plan for meeting this goal. What are you doing to meet the

 goal? (**My plan is to \_\_\_\_\_\_\_\_\_\_\_ to meet my goal** or **I have met my goal and now**

 **want to work on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.)**

**\_\_\_\_\_\_Body – Paragraph 4 (Answer teacher questions from last week or ask your own).**

**\_\_\_\_\_\_ Closing (Sincerely, Your student, etc…) and Sign Your Name**

**\_\_\_\_\_\_ Check for grammar and correct capitalization and punctuation.**