

Letter Writing Do's and Don'ts

created by teachers for scientists!

DON'T	DO
Write in cursive!	Print <u>neatly</u> and use a font size of 12 or above.
What does this even say?!	Nice to meet you!
Send long pages of unbroken text (No SAT-prep passages, please!)	Include lots of captioned pictures/drawings/maps of where you live! (especially for low readers)
Expect a student to correctly address an envelope with a lengthy address"Teacher! The address won't fit on my envelope!"	Simplify addresses when possible (acronym for university names, etc.)
Academy of Oriental Medicine at Austin School of Integrated Medicine 4701 West Gate Blvd. Austin, Texas 78745	AOMA School of Integrated Medicine 4701 West Gate Blvd. Austin, Texas 78745
Forget to include the return address on every envelope sent to your student, or put it on the back of the envelope instead of the top left corner.	Include the return address, written neatly in the top left corner, on every single envelope sent to your student.



Leave your pen pal waiting for a letter or letter-less:-(This delays letter opening day for the entire class.



Send your letter on time--YAY!

Only send electronic letters—
This discourages students because they don't get to open an envelope like their peers.



Give excitement to your pen pal who lives to rip open envelopes! Students love to get PHYSICAL letters sent by snail mail!



Send 3D items such as pencils inside regular size envelopes - the envelopes will likely be damaged in the mail!



Send 3D items in larger envelopes or boxes with the letter inside so they make it to your pre-scientist safely!

