**Computer Corner**

**GREEN GROUP: Writing a Letter**

We just got back from an amazing trip to St. Augustine, where you completed the Junior Ranger Program at Castillo de San Marcos and earned a super cool badge! Guess what? We can do one more activity and earn a Master Junior Ranger Patch, too!

1. Using the “Letterhead” Template in Microsoft Publisher, write a letter to the Castillo de San Marcos National Monument. Be sure to use your great expository writing skills and answer all parts of the questions from them. If necessary, you may use your Junior Ranger booklet or Gogooligans.com to help you with supporting details.

The National Park Service is dedicated to preserving the Castillo de San Marcos because it is an important part of American history. After visiting the fort, take time to think about why this place is so important. What does it mean to you? What have you learned at the fort? In your opinion, why is it important to preserve the Castillo for future generations of Junior Rangers?

1. Don’t forget to save your work onto your flash drive often (every 5-10 minutes).
2. Once complete, read your letter out loud and correct any mistakes you find. Then, save and print your letter, so that we can share them and mail them to Castillo de San Marcos National Monument.

**Rubric:**

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|  | 100% Mentor Ranger: | 95% Master Ranger: | 85% Journeyman Ranger: | 75% Apprentice Ranger: | 65% Novice Ranger: |
| Social Studies: Significance of Castillo de San Marcos/ St. Augustine | The letter answers all questions and adds personal, detailed insights and/or inferences. | The letter thoroughly answers all questions with accurate support for opinions. | The letter thoroughly answers all questions with minor errors or omissions in supporting details. | The letter answers all questions with limited supporting details. | The letter is inaccurate or incomplete in answering some of the questions. |
| Writing: Organization | Clearly organized ideas with creative transitions or connections | Clearly organized ideas with transitions or connections | Clearly organized ideas with some transitions or connections | Simply organized ideas with limited transitions or connections | Lacks effective organization of ideas |
| Writing: Support | Concrete details; relevant information; elaboration; clear, precise word choice; sense of completeness | Concrete details, relevant information, limited elaboration, adequate word choice | Concrete details, mostly relevant information, elaboration and/or precise word choice | *Limited* details, relevant information, elaboration, and precise word choice | Lacks concrete details, relevant info and/or elaboration |
| Writing: Conventions/ Writing Mechanics | Varied sentence structure;  Conventions are used correctly | Some varied sentence structure; knowledge of correct use of punctuation, capitalization, & spelling demonstrated | Some varied sentence structure; conventions of punctuation, capitalization, & spelling generally used | Mostly simple sentences; some knowledge of punctuation, capitalization, and spelling demonstrated | Frequent errors in the use of capitalization, punctuation, and usage; commonly used words are misspelled. |

(Note to Teachers: Assignment based on Social Studies 4th Grade Benchmark SS.4.A.3.3: Identify the significance of St. Augustine as the oldest permanent European settlement in the United States. Social studies grade would be based only on the social studies portion of the rubric; writing rubric lines can be used for optional writing grade or formative feedback.)

*More information about the Castillo de San Marcos Junior Ranger Program can be found at http://www.nps.gov/casa/forkids/index.htm*