

Asking Politely for Credit

Copy Right and Writing Cover Letters

Within the context of this Jigsaw creation unit, letter writing is included as a function of the process. Teachers have worked with students so that they always acknowledge copyright. It is part of the classroom ethic. So what happens if a student is cruising the web and finds one of his or her artworks on a website with no acknowledgement?

This presents another opportunity to write a polite letter.

Like this.....

Winderland Gardens

Brisbane Street.

Brisbane

Australia. 4000.

Dear Webmaster,

Recently I was browsing for images of snails to create more images for my online comic. I was trilled to see that you have featured one of my cartoons on your gardening website. It looks good and I can see why it compliments your site.

After talking this over with my parents and my teacher, I have decided to ask that you credit me with authorship of this work. This will certainly help me as I build my portfolio. I hope to be a comic artist someday.

If you would like more cartoons for your site please feel free to ask as I am always looking for more places to feature my work.

In the meantime here are the details so that you can credit my cartoon.

Shelley the Snail. ©Jo Murphy. globalcitizensart.com (2013)

Thank you for appreciating my work I hope to visit your nature strip someday.

Sincerely,

Jo Murphy

Globalcitizensart.com

Global.citizens.art@gmail.com

Aims and Objectives

This project has been designed for middle years schooling as a project based inquiry. It can be adapted and used as a project in any upper elementary, middle school, or high school class.

Together, teacher and students will work to develop letter writing talent, improving and strengthening thinking and communication skills.

Skills Required

Setting out of email letter

[Salutation](#)

Introduction to topic

Information.

Friendly gesture

Polite request

Acknowledgement of time involved/ acknowledging that parents and teacher are involved

Provision of correct attribution

Appreciation (I like your work /service. It will help me build a portfolio)

Letter closing (For school first name or pseudonym **according to school policy**)

Students will need to

- Locate the contact address of the webmaster
- Identify the name of the member and find a way to address them if there is not a name. For Winderland Gardens. I would say [Dear Manager](#).
- Write a letter asking attribution. Template above.
- Insert a link into [Blog Name](#) and [Email Address](#)
- Cut and paste a link to where student work is on the Internet
- Have this ne checked by teacher to be sure the tome matches the intention.