

Objective

By the end of this lesson, you will be able to write a friendly letter using proper format and language.

Materials and Prep

- Paper
- Pencil or pen
- Envelopes
- Stamps (optional)
- Knowledge of basic grammar and punctuation

Activities

- Activity 1: Learn the parts of a letter - introduction, body, and closing. Practice writing a short letter to a family member or friend.
- Activity 2: Explore different types of greetings and closings for letters. Write multiple letters using different greetings and closings.
- Activity 3: Create a letter template with your address, date, greeting, body, closing, and signature. Use this template to write a letter to your favorite book character.

Talking Points

- "A letter has three main parts: the introduction where you greet the recipient, the body where you write your message, and the closing where you say goodbye."
- "It's important to use proper grammar and punctuation in your letter to make sure your message is clear."
- "Different types of greetings can be used depending on how well you know the person you are writing to. For example, 'Dear' is formal, while 'Hi' is more casual."
- "Your closing should match the tone of your letter. For a friendly letter, you can use closings like 'Sincerely', 'Best regards', or 'Take care'."
- "Remember to sign your name at the end of the letter to personalize it and show who it's from."