

Name _____

Date _____



Letter writing

Reading and Discussion

People don't write as many letters today as they used to. Long ago, before emails and cell phones, if you wanted to **communicate** with someone who was far away, you would have to write a letter. Even today, letters are fun to write and to receive. They tell us that someone is thinking about us, and that they cared enough to write to us.

There are many different types of letters: letters to say thank you, or sorry, or congratulations; letters to friends to invite them to a party, or to a store to complain about something. When you are grown up, you may write letters to apply for a job, or to resign from one. You may even write love letters!

There are special ways to write these letters, usually depending on whom you are writing to. Today we are going to talk about writing letters to friends. A friendly letter needs a **where**, a **when**, a **who**, a **what** and another **who**. Does that sound strange? Here's what I mean:

- **Where** is your address. It tells your friends where you are, so that they can write back to you if they want to.
- **When** is the date. It tells your friend when you wrote the letter; where and when together make the **heading** of your letter.
- **Who** is the name of your friend. It tells whom you are writing to. This is the greeting.
- **What** is the body of the letter. This is what you are writing about.
- **Who** is you. It usually follows a **closing** phrase like *With love*, or *Your friend*. This tells who wrote the letter. And this is where they all go:

	Where
	When
Who	
What	
Who	

So
your
letter
could
look
something
like
this:

20 Grace Crescent Maryvale. April 1, 2008
Dear John,
Did you know that?
Your best friend, Tim.

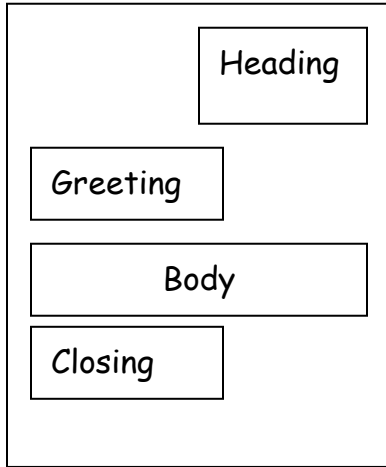
Name _____

Date _____

Activities

Activity A: Letter structure.

Here is a letter which is all mixed up. Can you fix it? Just to remind you, first of all draw arrows to the different parts of the letter to show where they have to go.



What
Who
When
Who
Where

Now write the following letter again, putting all the different parts in the correct places:

I'm writing to tell you
about my new bicycle. It is
really fast and has a bright
shiny bell.
12 Rose Street
Summerville.
Dear Mark,
Your friend, Eric.
2 March 2008

Activity B: Letter writing.

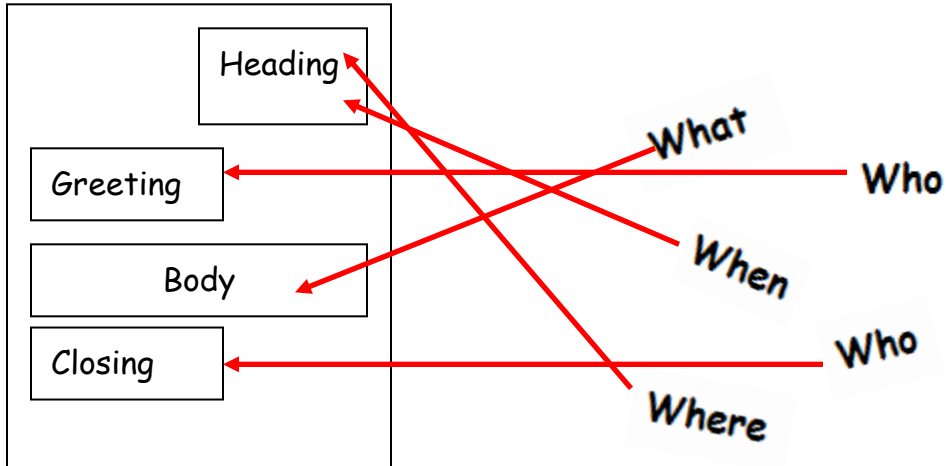
Are you ready to write your own letter? Why not write to a friend and tell him or her about something you enjoyed doing or seeing. When you are finished, ask your teacher to show you how to address the envelope and post your letter.

Name _____

Date _____

Answer Sheet

Activity A



12 Rose Street
Summerville
2 March 2008

Dear Mark,
I'm writing to tell you about
my new bicycle. It is really
fast and has a bright shiny
bell.
Your friend,
Eric

Activity B

As long as the correct structure for the letter is adhered to there is no right or wrong approach to the letter.