Parts of a Friendly Letter

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2nd Grade
Gerald Elementary
Lesson Summary

In this lesson students will be introduced to the five parts of a friendly letter. Students will learn what is included in each part as well as its place in the friendly letter. This lesson includes a video clip, guided practice, and an independent writing activity. At the end of the lesson, you will find a list of other helpful websites that can be used when teaching your students about friendly letters.
Grade Level Expectations

Writing

1. Apply a writing process in composing text
   A. Writing Process
      Follow a writing process to
      • utilize a simple graphic organizer in prewriting
      • generate a draft
      • reread and revise work (with/without assistance)
      • edit and proofread for capitalization and ending punctuation
      • publish writing with assistance
      Strand: CA 1, 4 1.6, 2.1, 2.2

2. Compose well-developed text using standard English conventions
   A. Handwriting
      Create legible compositions with correct spacing between letters in a word and words in a sentence
      Strand: CA 1 1.6, 2.2
   B. Capitalization
      Use conventions of capitalization in written text
      • days of week
      • names of towns, cities, states
      Strand: CA 1 1.6, 2.2
2. Compose well-developed text using standard English conventions

C. Punctuation
   In composing text, use
   • correct ending punctuation in declarative and interrogative sentences
   • comma in dates
   Strand: CA 1 1.6, 2.2

D. Parts of Speech
   Use parts of speech correctly in written text
   • descriptive words (adjectives)
   • substitute pronouns for nouns
   Strand: CA 1 1.6, 2.2

E. Spelling
   In writing, use
   • correct spelling of words with simple spelling patterns and high-frequency words
   • transitional spelling
   • classroom resources to verify correct spelling
   Strand: CA 1 1.6, 2.1, 2.2

F. Sentence Construction
   In composing text, identify and write sentences:
   • declarative
   • interrogative
   Strand: CA 1 1.6, 2.1, 2.2
3 Write effectively in various forms and types of writing

E. Audience and Purpose

Write simple friendly letters, messages, and directions for making or doing something, considering a given audience

Strand: CA 4 1.8, 2.1
Why do we need to learn how to write a friendly letter?

When might you need to write a friendly letter?
Parts of a Friendly Letter

- heading
- greeting
- body
- closing
- signature
The Heading
includes the return address and the date

600 W. Fitzgerald
Gerald, MO 63037

April 1, 2007
The Greeting means “hello”

Dear Luke,

*All of the words that are part of the greeting are usually capitalized.
The Body

contains the message of the letter

I want to thank you for coming to my birthday party on Saturday. It was great getting to see you. I hope that you had a good time. I know that I did!

My favorite parts were opening presents, jumping on the trampoline, and eating lots of cake and ice cream. What was your favorite part?

Please write back to me.

*Remember to indent each new paragraph.*
Closing means "good bye"

Your friend,

*Remember to capitalize the first letter of the first word in the closing.*
Signature

author of the letter

Sally
Dear Luke,

I want to thank you for coming to my birthday party on Saturday. It was great getting to see you. I hope that you had a good time. I know that I did!

My favorite parts were opening presents, jumping on the trampoline, and eating lots of cake and ice cream. What was your favorite part?

Please write back to me.

Your friend,

Sally
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>greeting</td>
<td>contains the return address and the date</td>
</tr>
<tr>
<td>signature</td>
<td>means &quot;hello&quot;</td>
</tr>
<tr>
<td>body</td>
<td>contains the message</td>
</tr>
<tr>
<td>heading</td>
<td>means &quot;good-bye&quot;</td>
</tr>
<tr>
<td>closing</td>
<td>author of the letter</td>
</tr>
</tbody>
</table>
I want to thank you for coming to my birthday party on Saturday. It was great getting to see you. I hope that you had a good time. I know that I did!

My favorite parts were opening presents, jumping on the trampoline, and eating lots of cake and ice cream. What was your favorite part?

Please write back to me.

Your friend,

Sally

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April 1, 2007
Let's watch a short video clip on writing friendly letters!

"Discovering Language Arts: Writing"  
Segment 7 "Writing a Letter: The Fourth of July"

http://www.unitedstreaming.com/
Let's write a friendly letter about Halloween together.
Let's review.

1. The _address_ include the return address and the date the letter was written.
2. The _greeting_ says "hello" to the reader. Usually all words in the _greeting_ are capitalized and it ends with a comma.
3. The _body_ is the message you want to send the reader.
4. The _closing_ says "good‐bye" to the reader. You only capitalize the first word of the _closing_ and it ends with a comma.
5. The _signature_ is your name. It tells the reader who wrote the letter.
Are you ready to try one on your own? Let's all write about a favorite holiday.

⭐ Be sure to include all five parts of the friendly letter.
⭐ Also, include details about the holiday and how you feel during that time.
⭐ You will also want to include at least one question for your reader, so he or she can respond in a friendly letter.
Grading Rubric

4 - Advanced
- included the five parts of a friendly letter
- letter give details about a holiday, including feelings
- letter includes questions for the reader

3 - Proficient
- included at least four of the five parts of a friendly letter
- tells about a holiday
- includes at least one question for the reader

2 - Basic
- included the greeting, body, and signature
- tells about a holiday
- did not include a question for the reader

1 - Below Basic
- included a few sentences about a holiday
- three of the five parts of the friendly letter are not apparent

Adapted from: http://ww2.sjc.edu/lobrien/rubric.htm
**Career Areas**

It is important to be able to write a friendly letter no matter what career choice you decide on.
format for a friendly letter
  http://englishplus.com/grammar/00000144.htm

parts of a friendly letter
  http://www.abcteach.com/Writing/FLinfo.htm

video Clip “Writing a Letter: The Fourth of July”
  http://www.unitedstreaming.com/

friendly letter grading rubric
  http://ww2.sjc.edu/lobrien/rubric.htm

write a friendly letter to Arthur or one of his pals
  http://pbskids.org/arthur/games/letterwriter/

friendly letter book report
  http://www.education-world.com/a_lesson/03/lp326-05.shtml
Literature to use when teaching about friendly letters.

**Days with Frog and Toad**
by Arnold Lobel

**Dear Mrs. Larue Letters from Obediance School**
by Mark Teague
http://www.jmeacham.com/writers.workshop.letter.writing.htm

**Dear Mr. Blueberry**
by Simon James
Teacher's Guide
http://www.sdcoe.k12.ca.us/score/dearmr/dearmrtg.html