

Parts of a Friendly Letter



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2nd Grade
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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 1.8, 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

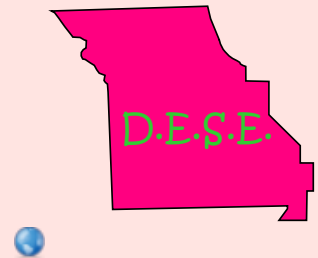


3 Write effectively in various forms and types of writing

E. Audience and Purpose

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

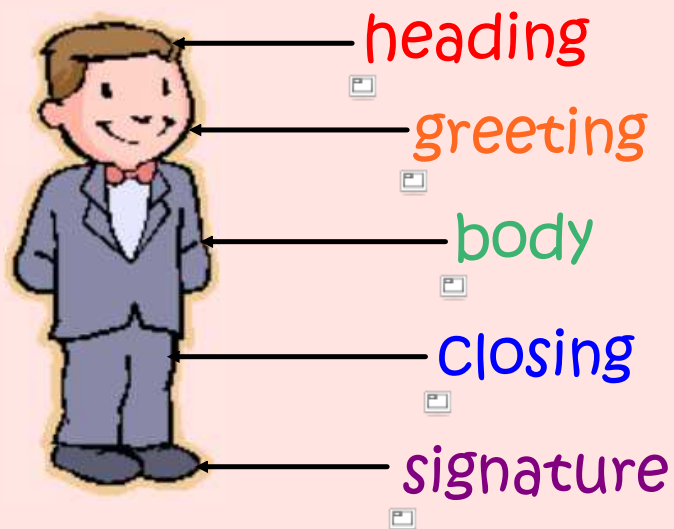
Strand: CA 4 1.8, 2.1



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



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



Label the parts of the friendly letter.

600 W. Fitzgerald
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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.

heading signature body
greeting closing

Your friend,
Sally

greeting

Contains the return address and the date

signature

means "hello"

body

contains the message

heading

means "good-bye"

closing

author of the letter

greeting body signature

heading closing

Can you put the friendly letter back together again?

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,

Dear Luke,

Sally

600 W. Fitzgerald
Gerald, MO 63037

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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  include the return address and the date the letter was written.
2. The  says "hello" to the reader. Usually all words in the  are capitalized and it ends with a comma.
3. The  is the message you want to send the reader.
4. The  says "good-bye" to the reader. You only capitalize the first word of the  and it ends with a comma.
5. The  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.

teacher



chef



musician



lawyer



farmer



football player



Credits, Citations, and Other Activities

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>

friendly letter song

http://www.teachingbug.com/lesson_06.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.

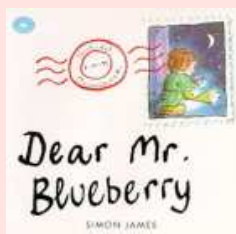


Days with Frog and Toad
by Arnold Lobel

Dear Mrs. LaRue Letters from Obedience 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>