

Friendly Letter

There are five parts to a friendly letter...

Can you tell me all five???

There are five parts to a friendly letter:

1. Heading

***What falls under heading? Punctuation?**

2. Salutation/Greeting

***What falls under Salutation? Punctuation?**

3. Body

***What falls under the Body? Punctuation?**

4. Closing

***What falls under the Closing? Punctuation?**

5. Signature

***What falls under the Signature? Punctuation**

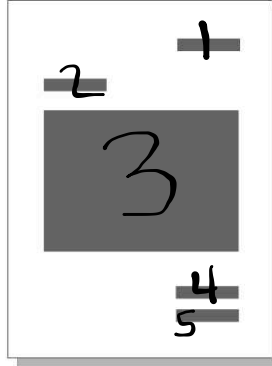
**This is
the
format
for your
letter.**

The Friendly Letter Creator

5 Parts of a Friendly Letter

1. Heading 2. Salutation 3. Body 4. Closing 5. Signature

Click the mouse on the letter to learn about the different parts



Brainstorming:

~~Learning style (audial, visual, kinesthetic...or
combo?)~~

~~Likes/dislikes and strengths/weaknesses as a
writer~~

~~PreAP only:~~

~~How do you plan on incorporating the school
theme (SHARP) in the classroom, on the field,
in the band room, on the stage, on the court,
etc. this year?~~

~~2 requirements in the body of your letter:~~
~~Paragraph 1: Learning style (audial, visual, kinesthetic...or combo?)~~
~~Paragraph 2: Likes/dislikes and strengths/weaknesses as a writer~~

~~3rd Requirement for PreAP only:~~
~~Paragraph 3: How do you plan on incorporating the school theme (SHARP) in the classroom, on the field, in the band room, on the stage, on the court, etc. this year?~~

Friendly Letter Addressing envelopes

Your name
Address
City, State Zip



Recipient's name
Address
City, State Zip

Friendly Letter
Addressing envelopes

Your name
Address
City, State Zip

DESIGN
YOUR
OWN
STAMP

Mr. Jeter
2601 NW 234th
Edmond, OK 73025

Friendly Letter

Design your own stamp

****make it creative and personal!***

DESIGN
YOUR
OWN
STAMP

Checklist for Final Copy

- 1) Formatting *- use today's date!*
 - a. 5 parts of the friendly letter
 - i. correctly aligned
- 2) Information
 - a. ~~Learning style~~
 - b. ~~Likes/dislikes and strengths/weaknesses as a writer~~
 - c. PreAP only - SHARP
- 3) Paragraphing
 - a. 2 body paragraphs (PreAP - 3)
 - i. indented
 - ii. 5 sentences minimum in each
 - iii. COMPLETE sentences - no fragments or run-ons
 - Subject, verb, complete idea, capital letter, end punctuation
- 4) Neatness
 - a. handwriting
 - b. indentation/flushed left alignment

***This is what
you will be
graded on!**

**Signed?
Sealed?
Deliver!**