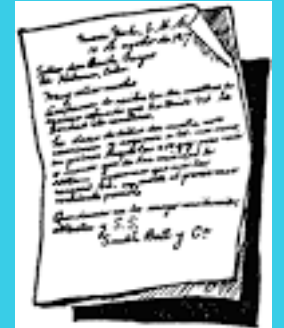


Friendly Letters

CKS 5th Grade



Learning Goals

- I can identify different types of friendly letters.
- I can write friendly letters using letter-writing conventions and guidelines.

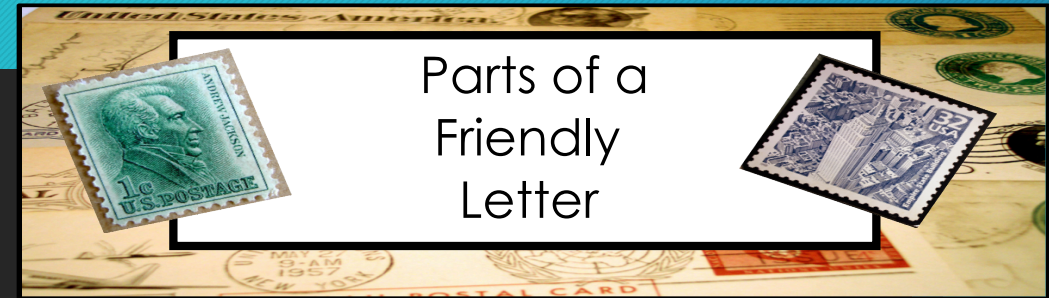
What are Friendly Letters?

- Most of the time a friendly letter is written to say hello, share a story, send best wishes, or to say congratulations for an accomplishment of some type.
- A friendly letter is the type of letter you would write to your friends, peers, and family.
- Basically, friendly letters are letters to people with whom you have a friendly relationship.

Friendly Letter Guidelines

- Write as if you were talking to someone
- Write about what the other person would want to know
- Ask questions
- Use descriptive words
- Proofread your letter
- Include the 5 parts of the letter

Parts of a Friendly Letter



Parts of a Friendly Letter

1. Heading

The **heading** of the friendly letter goes in the upper left hand corner of the page. It includes the street address, followed by the name of the city or town, and the state (province) and ZIP (postal) code. After that, you write the date the letter was written, starting with the day, followed by the month, and then the year.

2. Salutation (or Greeting)

The **salutation, or greeting**, of the friendly letter goes on the left hand side of the page below the heading. The most widely used salutation for a friendly letter is "Dear," followed by the name of the person you are writing the letter to. A comma comes after that person's name in the salutation.

P.O. Box 186 Station #45
Frankfort KY 40601
January 11, 2013

1. Heading

P.O. Box 186 Station #45
Frankfort KY 40601
January 11, 2013

Dear John,

What is new with you?

My mom says that you are doing really well on your new basketball team. I hear that you are coming to play in a tournament at our local high school next weekend. Would you be able to bring that new movie you were talking about, "The Odd Life of Timothy Green," with you? I hear it is really good.

Thank you. I am really looking forward to seeing you.

Your friend,
Sam

P.O. Box 186 Station #45
Frankfort KY 40601
January 11, 2013

2. Salutation

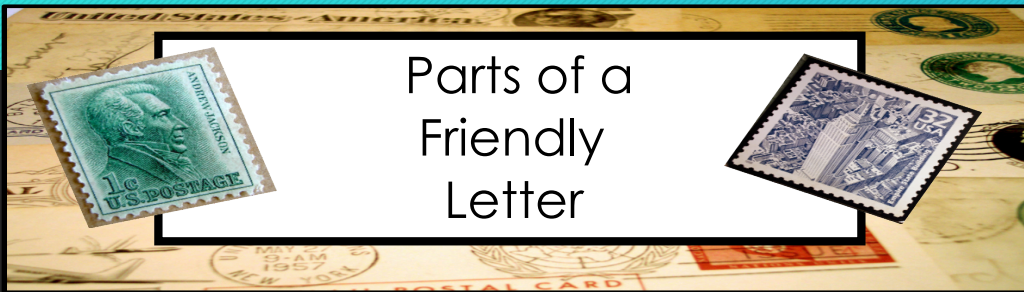
Dear John,

What is new with you?

My mom says that you are doing really well on your new basketball team. I hear that you are coming to play in a tournament at our local high school next weekend. Would you be able to bring that new movie you were talking about, "The Odd Life of Timothy Green," with you? I hear it is really good.

Thank you. I am really looking forward to seeing you.

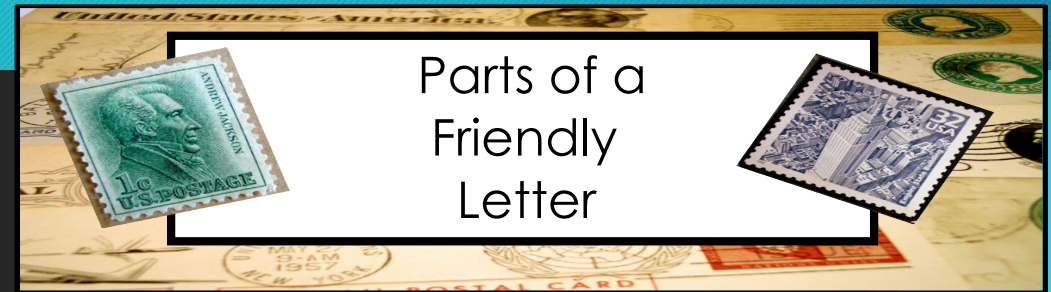
Your friend,
Sam



Parts of a Friendly Letter

3. The Body

The **body** of the friendly letter goes below the salutation. The body of the friendly letter is the main part of the letter. It is what you have to say, or questions that you want answered. It can be one paragraph or many paragraphs. It should have a beginning, middle, and an end. Start with a greeting, then share any news you have, or questions, and then end with a farewell. Each subject that you talk about should have its' own paragraph, which should be indented.



Parts of a Friendly Letter

4. The Closing

The **closing** of the friendly letter goes near the bottom of the page, after the body of the letter. Examples of closings include: Yours Truly, Sincerely, Your Friend, Love, as well as many others.

P.O. Box 186 Station #45
Frankfort KY 40601
January 11, 2013

Dear John,

What is new with you?

My mom says that you are doing really well on your new basketball team. I hear that you are coming to play in a tournament at our local high school next weekend. Would you be able to bring that new movie you were talking about, "The Odd Life of Timothy Green," with you? I hear it is really good.

Thank you. I am really looking forward to seeing you.

Your friend,
 Sam

3. Body

P.O. Box 186 Station #45
Frankfort KY 40601
January 11, 2013

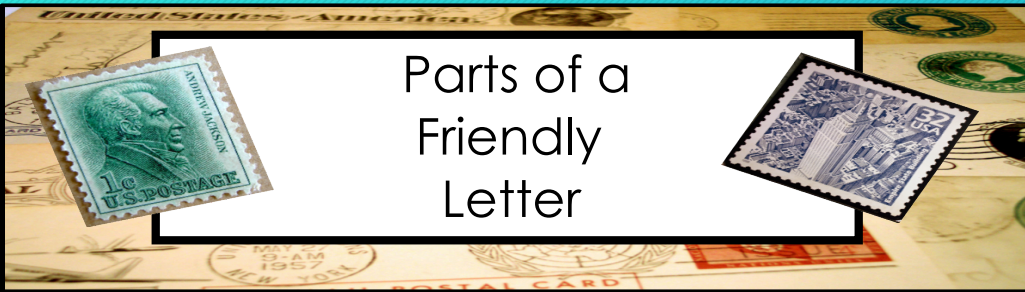
Dear John,

What is new with you?

My mom says that you are doing really well on your new basketball team. I hear that you are coming to play in a tournament at our local high school next weekend. Would you be able to bring that new movie you were talking about, "The Odd Life of Timothy Green," with you? I hear it is really good.

Thank you. I am really looking forward to seeing you.

4. Closing → Your friend,
 Sam



Parts of a Friendly Letter

5. The Signature

The **signature** of the friendly letter goes at the bottom of the page, after the closing of the letter. The signature is the name of the person writing the letter and is usually signed in cursive writing.

P.O. Box 186 Station #45

Frankfort KY 40601

January 11, 2013

Dear John,

What is new with you?

My mom says that you are doing really well on your new basketball team. I hear that you are coming to play in a tournament at our local high school next weekend. Would you be able to bring that new movie you were talking about, "The Odd Life of Timothy Green," with you? I hear it is really good.

Thank you. I am really looking forward to seeing you.

5. Signature



Your friend,
Sam

246 Camino Rd.
Plano, TX 75026
November 5, 2006

Dear Jillian,

I am really excited about my trip next month. I'm looking forward to visiting you in Cleveland. My mom says it's much colder there than in Texas. She's packing all of my warmest clothes.

I want to do lots of outdoor activities. Can your dad make a campfire so we can roast marshmallows? I can't wait to see snow, so maybe sledding or making a snow person would be fun.

Your parents asked what I would like to do in Cleveland. Maybe we can go to a football game. That would be a fun thing to do because you and I are both football fans. I'll see you soon!

Your cousin,
Chris



Friendly Letter 1: Write a Classmate



Write a friendly letter to the classmate you were assigned.

- 1) Your letter should include:
 - Why you think that person is a great classmate
 - What you like or find interesting about that person
 - What you think the person is really good at
 - Why you think that person is a great friend to others
- 2) Use the checklist on the next slide to make sure you have included everything.
- 3) Draft your letter in your Writing Notebook and type your final draft in SeeSaw.

Classmate Letter Checklist

I have included all the parts of the letter:

Heading

Date

Salutation/Greeting

Body of Letter

Closing

Signature

I explained why this person is a great classmate.

I described what is interesting about this person

I described what this person is good at

I explained why this person is a good friend

I have re-read my letter carefully to check for:

Spelling

Capitalization

Punctuation

Organization

Friendly Letter 2: Future Self Letter



Write a friendly letter to your future self describing your goals, hopes, and dreams for the future.

- 1) Your letter should address all of the following questions.
 - What do you like and dislike about school?
 - What is your favorite and least favorite subject?
 - What are you good at? What is difficult for you?
 - What are you looking forward to this year?
 - What else would you like to learn?
 - What are some goals you have for your future?
 - How will you reach your goals?
- 2) Add anything else you think your future self might like to know about you.
- 3) Use the checklist on the next slide to make sure you have included everything.
- 4) Draft your letter in your Writing Notebook and type your final draft in SeeSaw.

Future Self Letter Checklist

I have included all the parts of the letter:

- Heading
- Date
- Salutation/Greeting
- Body of Letter
- Closing
- Signature

- I addressed all assigned questions

I shared some things about me and my life

I have re-read my letter carefully to check for:

- Spelling
- Capitalization
- Punctuation
- Organization

Friendly Letter 3: Character Letter



Write a friendly letter between two characters from *Chains*.

- 1) Fill out the Character Analysis worksheet for any main character from the book.
- 2) Write a letter from that character's perspective to another character in the story. Your letter should:
 - Describe how the character feels at the end of the story.
 - Share advice or insight with the other character, based on lessons he or she has learned.
 - Ask questions about the other character's feelings or life
 - Share her or his hopes or plans for the future
 - Use describing words
- 3) Use the checklist on the next slide to make sure you have included everything in your letter.
- 4) Draft your letter in your Writing Notebook and type your final draft in SeeSaw.

Character Letter Checklist

I have included all the parts of the letter:

Heading

Date

Salutation/Greeting

Body of Letter

Closing

Signature

I described how the character feels at the end of the story

I shared advice or insights

I asked questions

I shared my hopes and dreams

I used describing words

I have re-read my letter carefully to check for:

Spelling

Capitalization

Punctuation

Organization