

EXTRA CLASSES - ELEMENTARY

Writing a letter

Look and read!

Write Right!

Writing Letters

Every letter has 3 important parts:

1. The Greeting – This is where you say hello.

*Dear Grandma,
Dear Uncle Bob,*

2. The Body – This is where you say everything that you want to say. In a letter to a relative, you will probably want to say what has happened recently, what you are doing now, and what you will do in the near future.

Last week I went to an amusement park with my friends. It was a lot of fun...

I am in eighth grade now. Some of my classes are a little hard, but I have a lot of nice friends...

Next month we will come visit you. I can't wait! We can watch movies, and I hope we can make chocolate chip cookies together!

3. The Closing – This is where you say goodbye. Some common closings are:

*Sincerely,
Love,
Best Regards,
With love,
Your friend,
Yours,
Hope to hear from you soon,*

Now, let's practice! Answer the questions to write a letter for a relative:

Prepare to Write!

1. The Greeting (Who are you going to write to?)

Dear _____,

2. The Body (Answer these questions to prepare to write the body.)

What have you been doing lately?

What is something interesting or funny that has happened to you?

What is something interesting that you will do soon?

3. The Closing

Choose a polite closing to end your letter. (Look at the "Writing Letters" page if you need help choosing a closing.)

Your Name



Now, using the information of the exercise above, write a letter to a relative.

DON'T FORGET:

Use the conjunctions *and*, *but*, *or*, *so* to help you writing your letter.

_____ ,

_____ ,
