Structure of a Note

A note has four parts:

1. Time and/or date
2. Greeting and who the note is for
3. Information or body
4. Closing and name of writer

2:00

Hi Dad,

I'll be home at 7 after my music lesson.

See you, me

Sometimes these parts will be left out or made shorter. For example, this same note could say:

Dad,

Be home at 7 after my lesson.

Me

This note has the same meaning as the note above, but it is shorter.

Which note is easier to understand?

LIVEWORKSHEETS