

Name:

Date:

## Writing a letter to a friend

|                         |   |   |   |
|-------------------------|---|---|---|
| <b>Objective</b>        | To write a letter to a friend   |   |   |
| <b>Success Criteria</b> | Write your address on the top right of the page                                 | Miss a line and write the date under your address | Miss a line again, and start your letter with "Dear..." on the left-hand side |
| <b>Outcomes</b>         | I can address a letter  |   |   |
|                         | I can use the common features of a letter (date, greeting, sign-off, signature) |   |   |
|                         | I can write the body of the letter  |   |   |
| <b>Guided</b>           | <b>Prompted</b>   | <b>With Support</b>                               | <b>Independent</b>  |
| <b>Emerging</b>         | <b>Initial Development</b>  | <b>Ext. Development</b>                           | <b>Secure</b>   |

|  |  |      |   |         |  |                 |   |         |                                     |                  |   |              |   |             |                                      |             |   |
|--|--|------|---|---------|--|-----------------|---|---------|-------------------------------------|------------------|---|--------------|---|-------------|--------------------------------------|-------------|---|
| <p style="text-align: center;">18 Scooby-dou Lane<br/>Middlebottom<br/>London<br/>UB4 0PQ</p> <p style="text-align: center;">30 June 2021</p> <p>Dear Aunty Betty,</p> <p>It was really lovely to see you yesterday. We should meet more often. Thank you for your lovely present of a jumper with my face knitted into it. I do hope you love your lavender bath salts. I hope to see you soon.</p> <p>Lots of love</p> <p>MB</p> | <p><b>Some greetings you might use (choose one)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Dear</td> <td style="width: 50%;">(this is the most common letter greeting)</td> </tr> <tr> <td>Dearest</td> <td>(Save this for a very close family member)</td> </tr> <tr> <td>Dear Colleagues</td> <td>(Use this when writing to someone you work with).</td> </tr> <tr> <td>Hi ....</td> <td>(Use this when writing to a friend)</td> </tr> </table> <p><b>Some sign offs you might use (choose one)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yours faithfully</td> <td style="width: 50%;">(use this when writing to an older family member)</td> </tr> <tr> <td>Lots of love</td> <td>(use this when writing to someone close to you such as mum/ dad/ brother/ sister)</td> </tr> <tr> <td>Best wishes</td> <td>(Use this when writing to a friend).</td> </tr> <tr> <td>Your friend</td> <td>(use this when writing to a close friend)</td> </tr> </table> | Dear | (this is the most common letter greeting) | Dearest | (Save this for a very close family member) | Dear Colleagues | (Use this when writing to someone you work with). | Hi .... | (Use this when writing to a friend) | Yours faithfully | (use this when writing to an older family member) | Lots of love | (use this when writing to someone close to you such as mum/ dad/ brother/ sister) | Best wishes | (Use this when writing to a friend). | Your friend | (use this when writing to a close friend) |
| Dear   | (this is the most common letter greeting)  |      |   |         |  |                 |   |         |                                     |                  |   |              |   |             |                                      |             |   |
| Dearest  | (Save this for a very close family member)   |      |   |         |  |                 |   |         |                                     |                  |   |              |   |             |                                      |             |   |
| Dear Colleagues  | (Use this when writing to someone you work with).  |      |   |         |  |                 |   |         |                                     |                  |   |              |   |             |                                      |             |   |
| Hi ....  | (Use this when writing to a friend)  |      |   |         |  |                 |   |         |                                     |                  |   |              |   |             |                                      |             |   |
| Yours faithfully   | (use this when writing to an older family member)  |      |   |         |  |                 |   |         |                                     |                  |   |              |   |             |                                      |             |   |
| Lots of love   | (use this when writing to someone close to you such as mum/ dad/ brother/ sister)  |      |   |         |  |                 |   |         |                                     |                  |   |              |   |             |                                      |             |   |
| Best wishes  | (Use this when writing to a friend).   |      |   |         |  |                 |   |         |                                     |                  |   |              |   |             |                                      |             |   |
| Your friend  | (use this when writing to a close friend)  |      |   |         |  |                 |   |         |                                     |                  |   |              |   |             |                                      |             |   |

Write your address here

Write today's date here

Write your greeting here

Write what you want to say here.

Write your sign-off here.

Signature.