

## 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?

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

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What is something interesting that you will do soon?

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### 3. The Closing

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

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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.

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