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Language for today's world

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,

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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

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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.

_____,

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____,

_____

HYPERLINK "https://www.stickyball.net/esl-writing/beginner-writing-lessons/esl-beginner-writing-writing-assignment-letter-to-a-relative.html"https://www.stickyball.net/esl-writing/beginner-writing-lessons/esl-beginner-writing-

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