

## Letter Writing - Parts of a Letter

Identify the parts of this friendly letter by dragging each word to their correct spaces.

closure

body

greeting

address

date

signature

1.  → 6 Palm Street,  
Port Antonio P.O.,  
Portland

2.  → June 2<sup>nd</sup>, 2021.

3.  → Dear Aunt Sarah,

4.  →

I am writing to say how thankful I am for the lovely tablet that you sent for my birthday. I was very happy when Uncle Robert took it to me and said it was a birthday gift from both of you.

Mother and Father have promised me that they will connect it to the internet so I will have access to my Google Classroom. I am really excited about this. I am sure that I will learn many new things and will be able to do my homework more easily.

I like the tablet very much and the first card I make on it will be a gift for both of you.

I really appreciate the gift and I promise to take good care of it.

5.  → Your nephew,

6.  → James

**Read the letter carefully. Select the correct answer for each question.**

**1. A letter has:**

- (A) 3 parts
- (B) 5 parts
- (C) 6 parts

**2. What is the Greeting?**

- (A) Your friend
- (B) Dear Aunt Sarah
- (C) Thank You

**3. Who wrote the letter?**

- (A) Aunt Sarah
- (B) Uncle Robert
- (C) James

**4. James promised to make:**

- (A) a card
- (B) a book
- (C) a gift

**5. Which parish was the letter coming from?**

- (A) Clarendon
- (B) Port Antonio
- (D) Portland

**6. Why must a letter have an address?**

**7. What does the word "appreciate" mean?**