

Hi Joey

I start at my new school after the holidays. I don't know anyone there.  
Do you think I'll get on with everyone? How can I make new friends?

Sarah

Format of an Informal Letter	
(1) _____	(1) Address of writer
(2) _____	(2) Date
Dear _____, (3)	(3) Salutation or Greeting
(4) _____	(4) Opening (introduction)
(5) _____	(5) Body – main idea of the letter
(6) _____	(6) Closing or conclusion
(7) _____	(7) Signing off (ending)
(8) _____	(8) Signature

### Part 1: Brainstorm ideas and sentences on how to REACT to your friend's letter.

Paragraph	Content/Ideas/Writing Plan
<b>Greeting and Opening</b> <ul style="list-style-type: none"> <li>Hi ..., how are you? I hope you are in the pink of health.</li> <li>Hi ..., it's nice to receive your letter.</li> <li>Hi ..., I feel so happy to receive your letter.</li> </ul>	
<b>Body: Paragraph 1</b> <b>(I don't know anyone there.)</b> <ul style="list-style-type: none"> <li>Don't worry about that. At first, it will be scary but after a while you will get used to it. ...</li> <li>Relax, I'm sure you will be fine. ...</li> </ul>	
<b>Body: Paragraph 2</b> <b>(Do you think I will get along with everyone?)</b> <ul style="list-style-type: none"> <li>I am sure you will get along with everyone because you have always been so ...</li> <li>I think you will get many friends because you are ... and ...</li> </ul>	
<b>Body: Paragraph 3</b> <b>(How can I make new friends?)</b> <ul style="list-style-type: none"> <li>Making new friends is easy. You can start off by ...</li> <li>You can make new friends by ...</li> </ul>	
<b>Conclusion</b> <ul style="list-style-type: none"> <li>Bye for now.</li> <li>Hope to hear from you soon.</li> <li>All the best</li> </ul>	

## WAYS TO MAKE FRIENDS IN SCHOOL

Remember that a person's name is to that person the sweetest and most important sound in any language.

Talk in terms of the other person's interests. What do they like?

Sit with new people at lunch. This will give you a chance to engage with an entirely new group of people.

**BECOME INTERESTED IN OTHER PEOPLE**

When you ask questions to another person and listen they feel important. "You can make more friends in two months by becoming interested in other people than you can in two years by trying to get other people interested in you." - Dale Carnegie

**PAY ATTENTION TO YOUR BODY LANGUAGE**

Looking down or away, or even crossing your arms and legs can make you appear closed off and deter people from talking to you.

**Get involved in school sports & hobby groups**

**Ask good questions**

See below

**Be a good listener. Encourage others to talk about themselves.**

**Part 2: In about 80 words, write an informal letter to your friend giving some advice.**

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This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small margins at the top and bottom. There are no vertical margin lines, and the page is completely blank except for the lines themselves.