

Name: _____ Date: _____

LETTER WRITING

Created Gayle Barrow

FRIENDLY LETTER

PROMPT: You have not seen your best friend or favorite family member since the lock down. Write a friendly letter expressing what you miss most about that person. Describe in detail what you would like to do with them when the lock down has officially been lifted.

CHECK LIST

Review the checklist to make sure that you considered all of the following below.

FORMAT

- ☐ Heading
- ☐ Greeting
- ☐ Body
- ☐ Conclusion
- ☐ Signature

CONTENT

- ☐ I used vivid details
- ☐ My writing makes sense
- ☐ I used figurate language
- ☐ My sentences are in order
- ☐ I used different sentence lengths

WRITING RULES

- ☐ I capital letters where needed
- ☐ I checked my spelling
- ☐ I used different end marks.