

Writing FRIENDLY LETTERS

A RESOURCE PACK

FROM Teacher's CLUBHOUSE

Templates

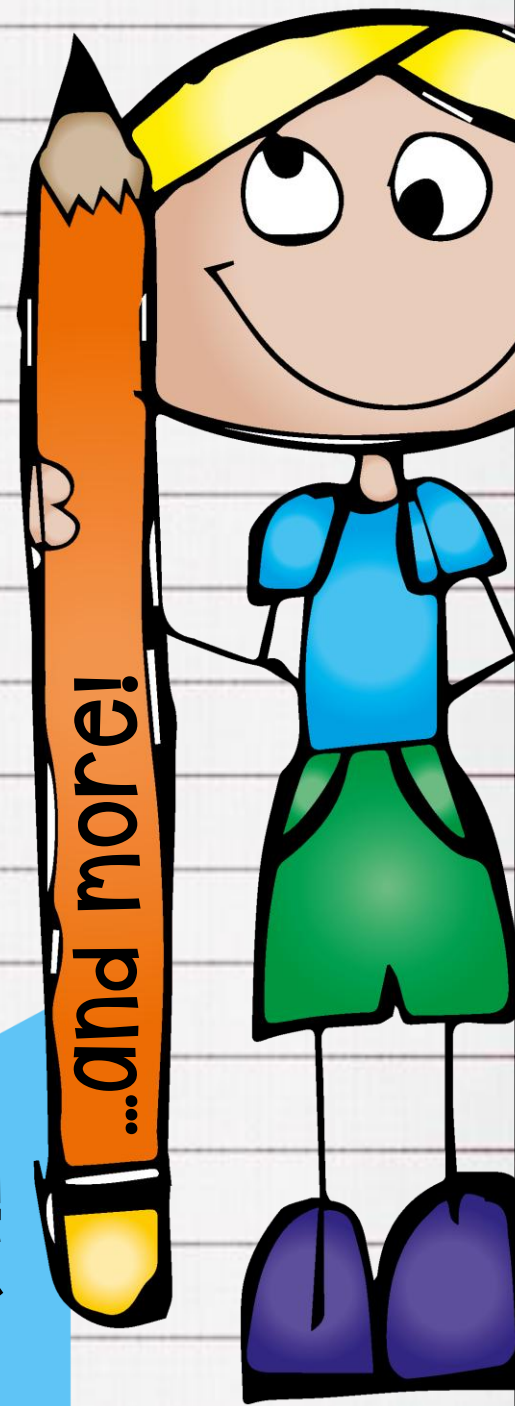
Game

Flipbook

Prompts

Practice

Quiz

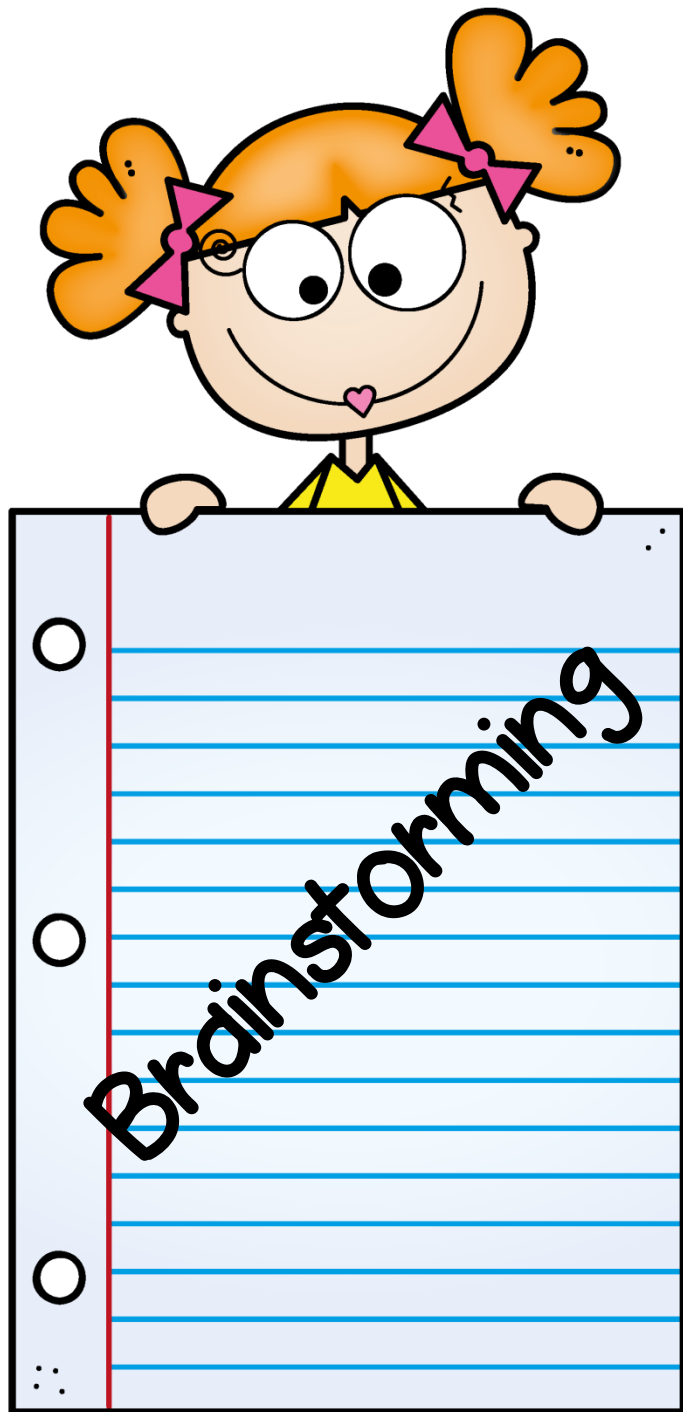


interactive

Table of Contents

Just
CLICK & GO

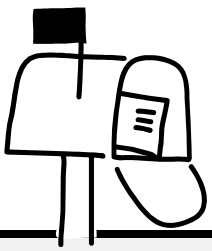
Brainstorming Organizer.....	3
Tips & Tricks.....	5
Interactive Flipbook.....	8
Closings Sign.....	12
Around the World.....	14
Letter/Envelope Template.....	23
Prompt Cards.....	26
Quiz.....	37
Application.....	39



Before starting a letter writing unit, brainstorm reasons for writing to others. This will get students thinking about the purpose for their writing to make it authentic.

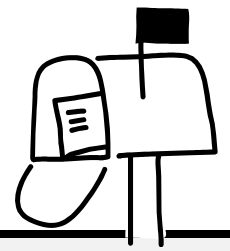
A great book to use for this lesson is The Jolly Postman by Allan Ahlberg.

Let students keep their brainstorming pages in their writing folders as a reference throughout the year.



Student: _____

You've Got Mail!



WHAT?

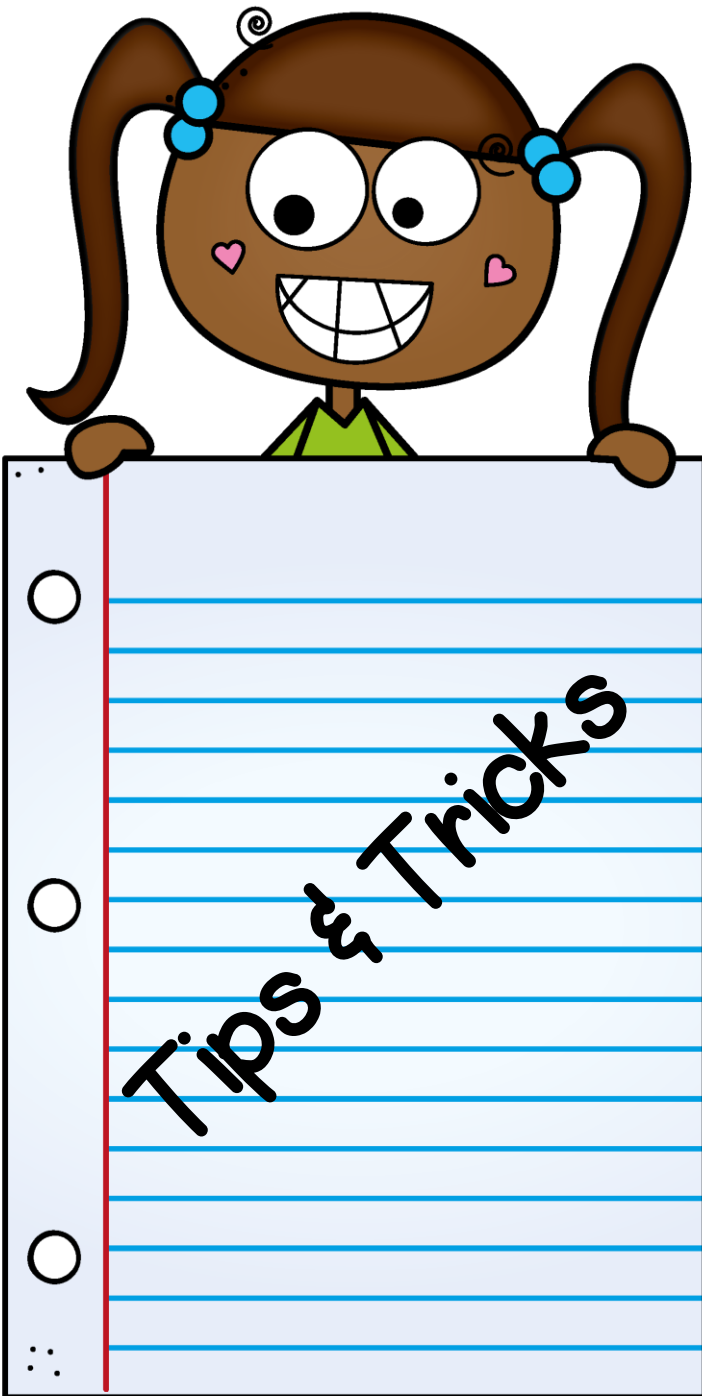
(What are different types of mail you can send to others?)

WHO?

(Who are some people you want to communicate with?)

WHY?

(Why do you need to send mail to these people?)



Relate the parts of a friendly letter with the parts of students' bodies to help the parts and placements stick!

Heading (Head) – at the top

Greeting (Mouth) – says hello

Body (Body) – the meat of the letter

Closing (Rear) – it's the end 😊

Signature (feet) – at the bottom

The following writing template is great to use in the beginning when students are still learning the names and placements of these parts.

To see a song and dance that I use in my classroom, visit this blog post

<http://www.teachingmaddness.com/2012/11/friday-flashback-linky-friendly-letters.html>

Heading

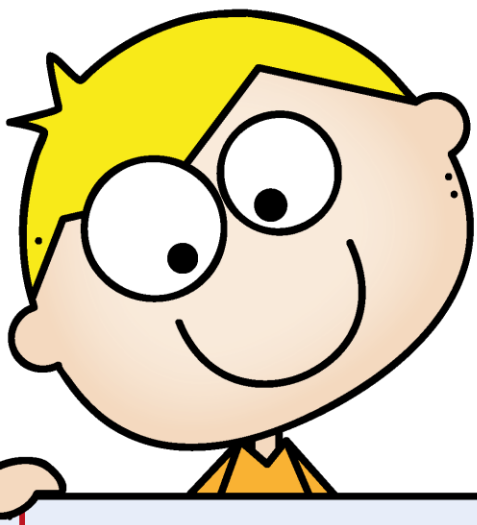
Greeting

Body

Closing

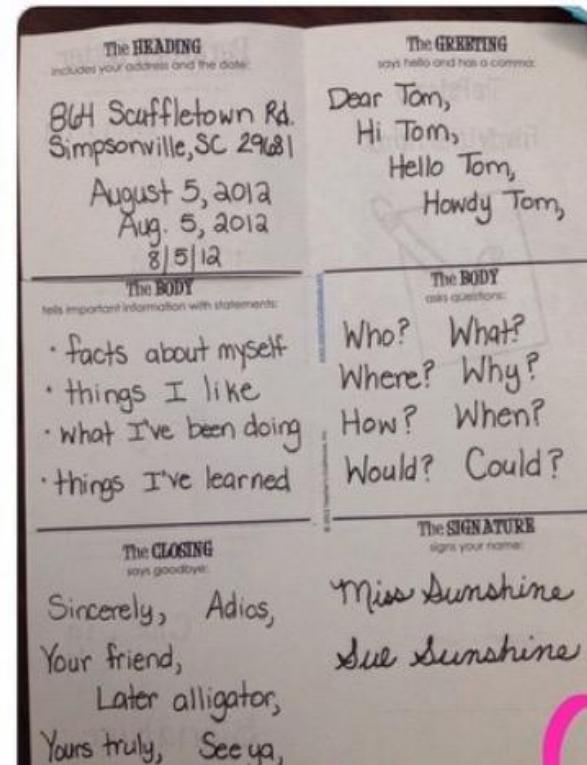
Signature





My favorite part of this unit is this interactive flipbook! It cements the parts and placements of the letter parts and becomes a valuable resource to students ALL year long!

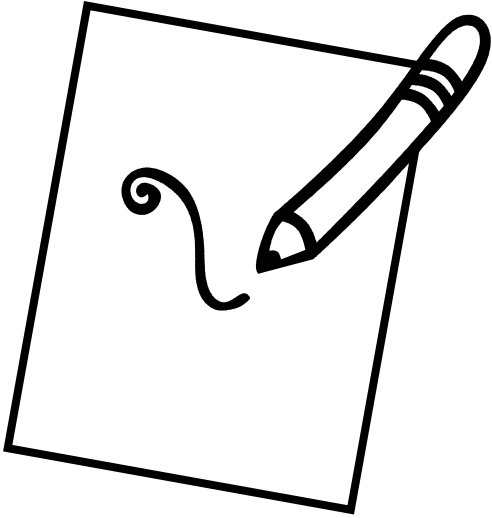
Interactive Flipbook



Parts of a Letter

Draw your head and label the heading at the top and the greeting at your mouth.

The Parts of a Friendly Letter Flipbook



www.teachersclubhouse.com

Draw your body with a heart. Label the body as the heart of the letter.

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Draw your legs and feet. Label the closing and signature as being at the foot of the letter.

Student's Name:

The **HEADING**

includes your address and the date:

The **GREETING**

says hello and has a comma:

The **BODY**

tells important information with statements:

The **BODY**

asks questions:

The **CLOSING**

says goodbye:

The **SIGNATURE**

signs your name:

Teacher Notes:

Copy pages 1 and 2 of this file back to back. Students should fold so that the “Parts of a Letter” heading is on the front. Students should cut on the bold lines on this front flap only so that a “flip” booklet is created. Students will draw themselves and label the parts of a friendly letter on these front flaps.

On the inside, students will expand on these letter parts as follows:

The **HEADING** includes your address and the date:

- In this section, students will write their address and various ways to write the date correctly.

The **GREETING** says hello and has a comma:

- In this section, students will write various ways to start a greeting.

The **BODY** tells important information with statements:

- In this section, students will brainstorm things to tell in a friendly letter.

The **BODY** asks questions:

- In this section, students will brainstorm question words to use when asking questions.

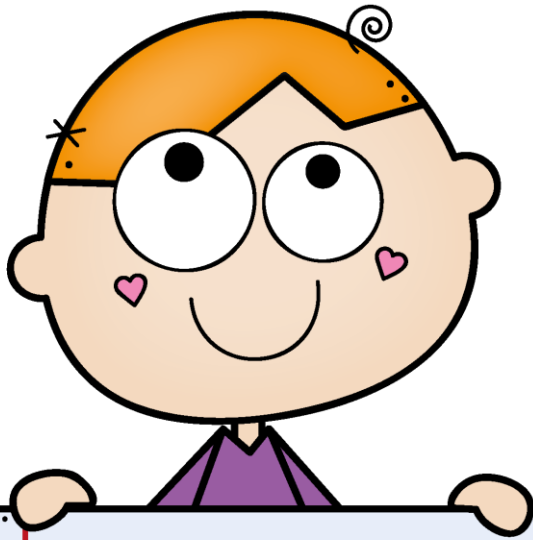
The **CLOSING** says goodbye:

- In this section, students will write various ways to close a letter.

The **SIGNATURE** signs your name:

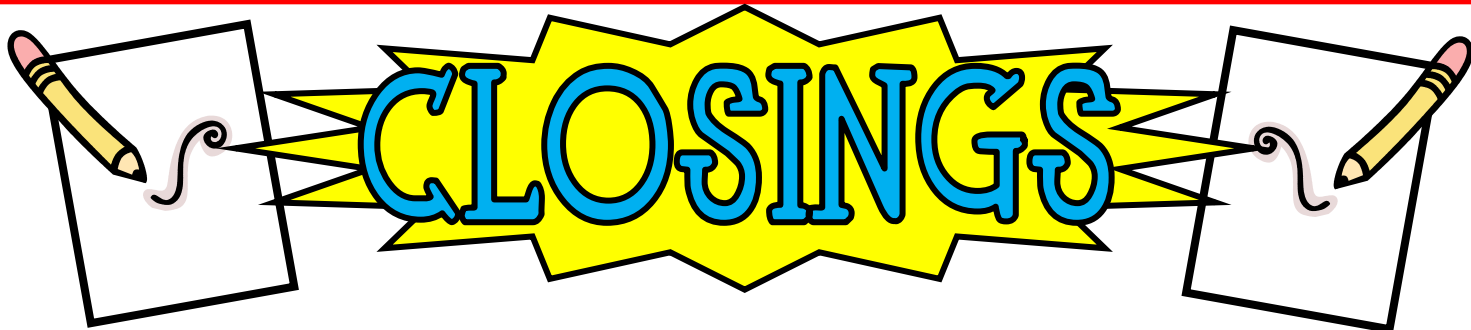
- In this section, students will practice signing their first and last names.

This flipbook can be kept to use as a reference when writing letters in the future.



Encourage your students to use a variety of closings to help their voice shine! A great book to reinforce this is I Wanna Iguana by Karen Kaufman.

The sign included will become a favorite reference for students!



CLOSINGS

Sincerely,

Adios,

See ya,

Until next time,

Take it easy,

Lots of love,

Over and out,

Much love,

Many thanks,

Keep smiling,

Toodles,

Take care,

Best wishes,

With warm regards,

Don't forget the comma!

Yours truly,

Thinking of you,

Peace & Love,

Hope all is well,

Later alligator,

More later,

Your friend,

Xoxo,

Talk to you later,

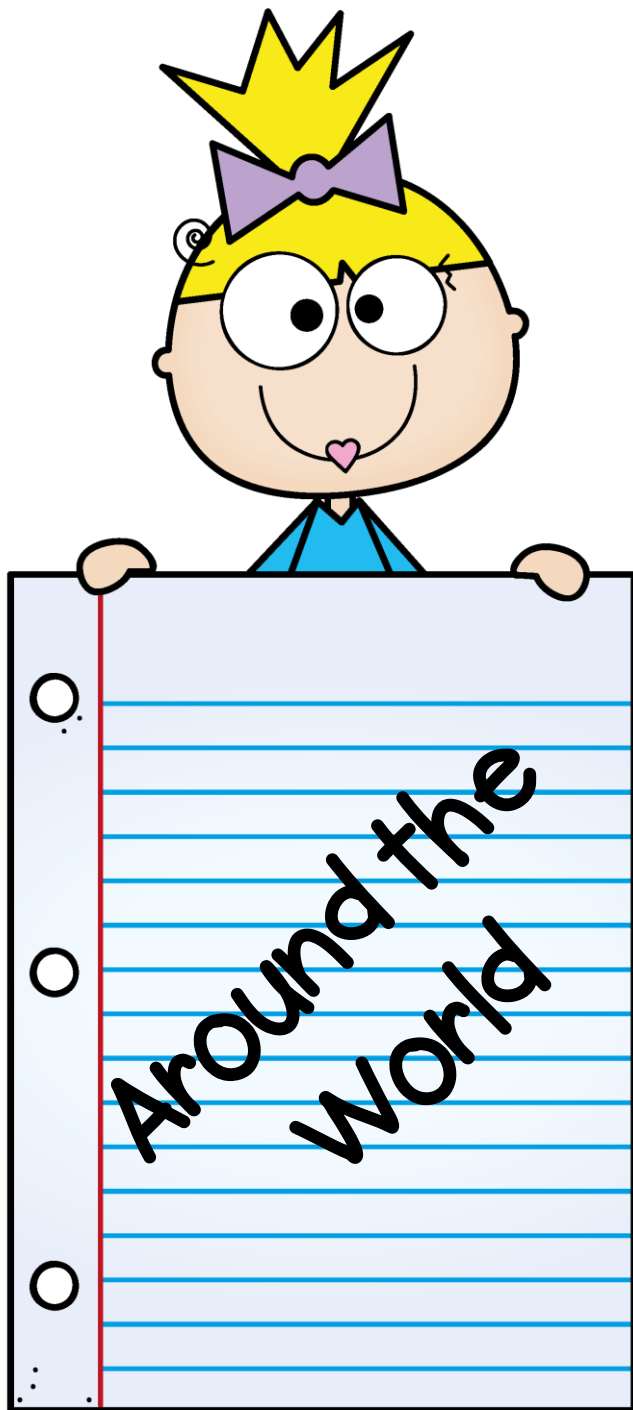
With love,

Rock on,

Gotta boogie,

Miss ya,





This is a fun game to begin your friendly letter block with each day! Just playing for 5 minutes each day will help your students really understand what is included in each part of the friendly letter.

They eat it up....and they're learning at the same time! Win, win!

Around the World with Friendly Letter Parts

Friendly Letter Parts

May 5, 2014

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

101 Sunshine Lane

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Houston, TX 77001

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

12/05/12

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Dear Mr. Madden,

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Dear Julie,

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Hi Miss Johnson,

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Howdy Luke,

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

How are you doing?

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Please write back soon.

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

I had fun at your party!

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Thank you for the gift.

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Can you come over Monday?

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Let's meet at 3:00.

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Happy Birthday!

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Why weren't you at school?

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Yours truly,

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Your friend,

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Later alligator,

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Peace and love,

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Best wishes,

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Until next time,

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Adios,

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Talk to you later,

Would this be found in the Heading,
Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Tommy Thompson

Would this be found in the Heading, Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Lisa

Would this be found in the Heading, Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

Friendly Letter Parts

Max Benton

Would this be found in the Heading, Greeting, Body, Closing, or Signature?

Around the World with Friendly Letter Parts

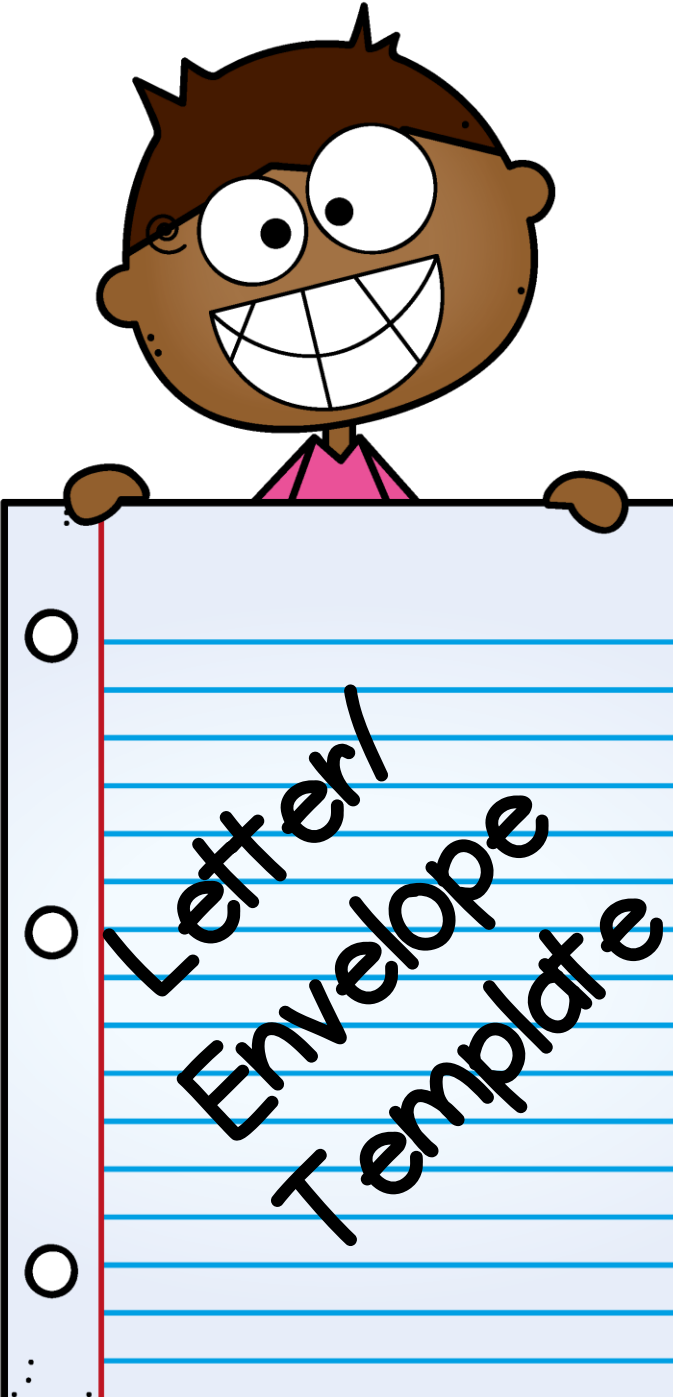
Friendly Letter Parts

Mrs. Golden

Would this be found in the Heading, Greeting, Body, Closing, or Signature?

Around the World Directions:

Students sit at their desks or in a circle. One student is selected to be the challenger. This student stands by a classmate while the teacher displays/reads the card. The first of these two students to answer the question correctly gets to continue. (The other player sits back down.) The student who continues, moves to the next student to challenge him/her. Play continues in this same manner. The object is for one child to give correct answers until he/she returns to his/her original seat, making it a trip "Around the World".

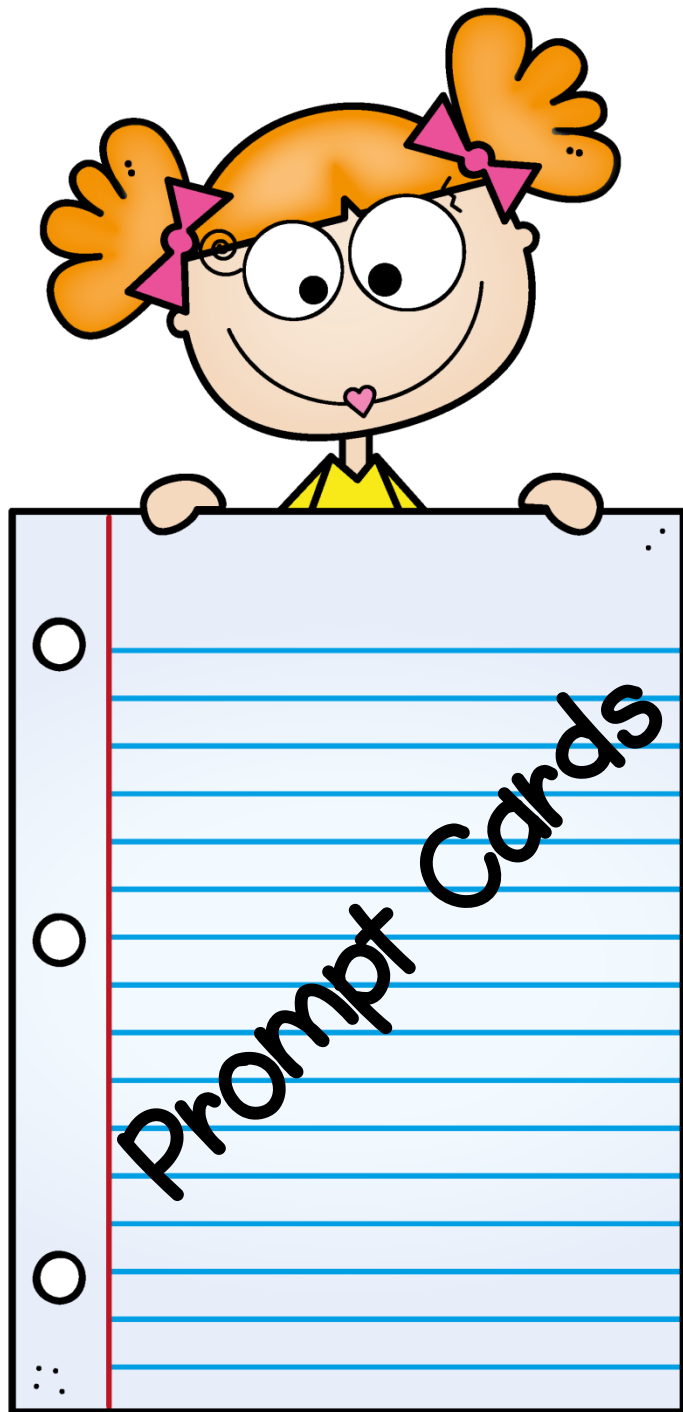


This template is a one-page wonder! It's a letter writing template plus envelope all in one. This will save you so much paper and so many envelopes while still allowing your students to write and send letters on a daily basis!

The checklist included is perfect to have on hand for students to check over their letters before sending. It helps them hold themselves accountable independently!

Teacher Notes:

Students write a letter on right-hand side. Fold along the solid black line, then along dotted lines. Student addresses envelope so mail is ready to send.



We always have those students who struggle with ideas for writing. I have included 37 writing prompt cards that are specific to friendly letters. Just laminate and have available to students during your writing block. They are also perfect for using in a writing center.

Friendly Letter Writing Prompt Card

Write a letter to
your favorite
storybook
character.

Friendly Letter Writing Prompt Card

Write a letter to
your best friend.

Friendly Letter Writing Prompt Card

Write a letter to
your
grandparents.

Friendly Letter Writing Prompt Card

Write a letter to
your favorite
food!

Friendly Letter Writing Prompt Card

Write a letter to
an astronaut.

Friendly Letter Writing Prompt Card

Write a letter to
your pet (or a
friend's pet).

Friendly Letter Writing Prompt Card

Write a letter to
your teacher.

Friendly Letter Writing Prompt Card

Write a letter to a
dinosaur!

Friendly Letter Writing Prompt Card

Write a letter to
your brother or
sister.

(If you don't have one, pretend that you do!)

Friendly Letter Writing Prompt Card

Write a letter to a
firefighter.

Friendly Letter Writing Prompt Card

Write a letter to
your principal.

Friendly Letter Writing Prompt Card

Write a letter to a
police officer.

Friendly Letter Writing Prompt Card

Write a letter to
your school
custodian.

Friendly Letter Writing Prompt Card

Write a letter to a
famous person
from history.

Friendly Letter Writing Prompt Card

Write a letter to
someone on a
television show.

Friendly Letter Writing Prompt Card

Write a letter to
the wolf from The
Three Little Pigs.

Friendly Letter Writing Prompt Card

Write a letter to
the sun.

Friendly Letter Writing Prompt Card

Write a letter to
someone who
helped you with
something.

Friendly Letter Writing Prompt Card

Write a letter to
someone that
made you angry.

Friendly Letter Writing Prompt Card

Write a letter to
someone you
miss.

Friendly Letter Writing Prompt Card

Write a letter to
an insect of your
choice.

Friendly Letter Writing Prompt Card

Write a letter to
your favorite
athlete.

Friendly Letter Writing Prompt Card

Write a letter to
your mom or dad.

Friendly Letter Writing Prompt Card

Write a letter to
your favorite pair of
shoes.

Friendly Letter Writing Prompt Card

Write a letter to
your school nurse.

Friendly Letter Writing Prompt Card

Write a letter to
someone in
another class.

Friendly Letter Writing Prompt Card

Write a letter to
the tooth fairy.

Friendly Letter Writing Prompt Card

Write a letter to a
veterinarian.

Friendly Letter Writing Prompt Card

Write a letter to a
toy store owner.

Friendly Letter Writing Prompt Card

Write a letter to
the President of
the United States.

Friendly Letter Writing Prompt Card

Write a letter to a
cafeteria worker
at your school.

Friendly Letter Writing Prompt Card

Write a letter to
your shadow.

Friendly Letter Writing Prompt Card

Write a letter to
one of your
classmates.

Friendly Letter Writing Prompt Card

Write a letter to
someone who
lives in another
state.

Friendly Letter Writing Prompt Card

Write a letter to
someone who is
always nice to
you.

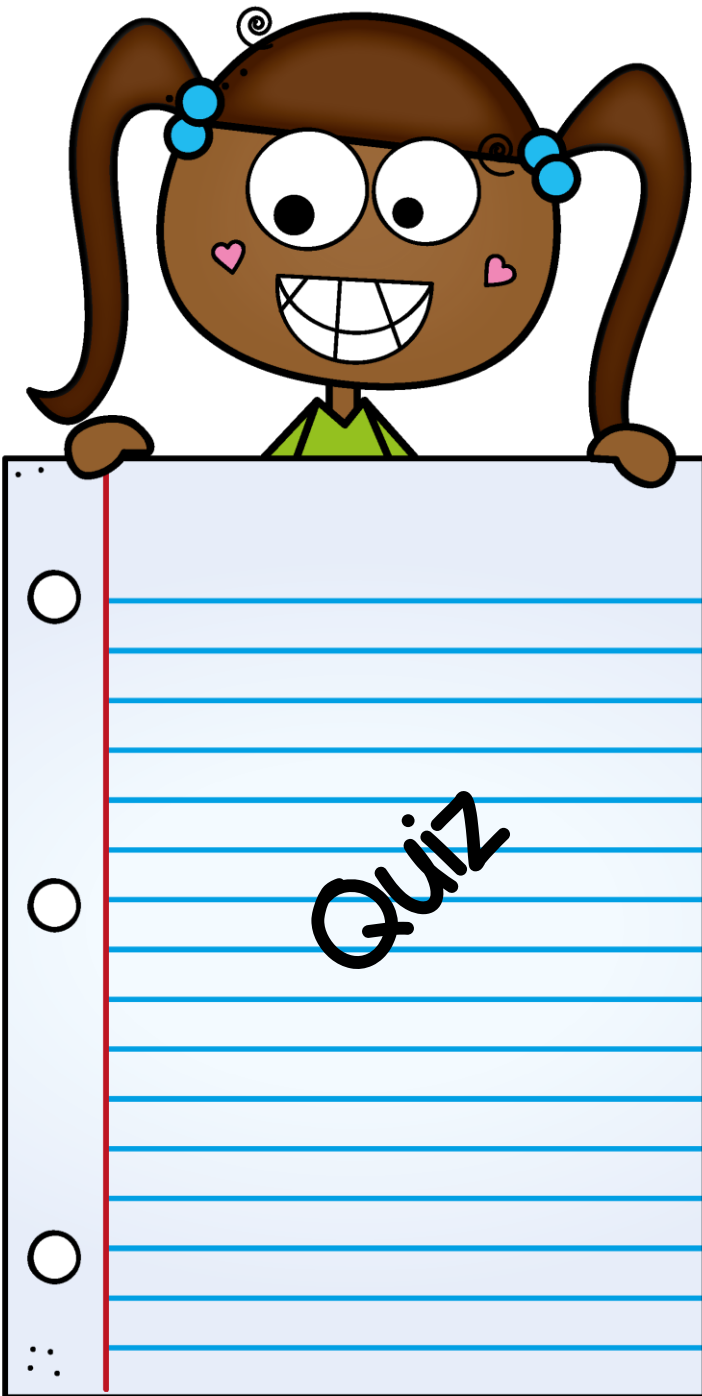
Friendly Letter Writing Prompt Card

Write a letter to
something that
scares you.

Write a letter to
something you
think is gross.

Suggestions for Use:

- Put in a writing center
- Have available for “stumped” writers during writing workshop



This quiz is included to ensure that students have mastered the friendly letter. Students will have to use their eagle eyes as they find mistakes, label the parts of the letter, and more! This is great to assess students and see who still needs extra work to master this skill.

Friendly Letter Parts Quiz

SCORE: _____

Read the friendly letter. Label each part using the word bank.

Word Bank: Body, Closing, Greeting, Heading, Signature

1. November 30, 2011

Dear Grandma,

2. Thank you for having us at your house for Thanksgiving.

Dinner was yummy! I especially loved the pumpkin pie you made just for me. I hope you liked the surprise I left for you on the refrigerator. I drew it while you were taking a nap. I can't wait to see you again soon!

3. Your favorite girl,

Mary Ann

4. 5.

Answer the questions.

6. Circle the **date** that is written correctly.

- April, 24 2016 april 24 2016 April 24, 2016 april 24, 2016

7. Circle the **greeting** that is written correctly.

- dear Paul, Dear Paul, Dear paul, Dear Paul

8. Circle the **closing** that is written correctly.

- Your Friend Your friend, your Friend, Your friend

9. Circle the **signature** that is written correctly.

- Henry Bayne Bayne, Henry Henry bayne Henry Bayne,

10. Which is correct about the **body** of a letter?

- a. The body tells important information.
- b. The body asks questions.
- c. Both **a** and **b** are correct.





Your students should have LOTS of application during this unit. I have included one such activity to get them started! Students will write to the tooth fairy – a hot topic for young students. A great book to use with this is Dear Tooth Fairy by Alan Durant.

For most letter writing experiences, I like to have students choose their recipients and topics – refer back to that brainstorming page and then apply, apply, apply!

Optional: Cut out and display with magic tooth fairy wands made from straws, paper stars, ribbon, and glitter!

Have students pretend to be the tooth fairy (or her assistant) and write back to each other, answering their questions from the tooth fairy's perspective.

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