

# Writing Friendly Letters

Hello Friends! I hope you're enjoying the weather and writing to friends over your break! Writing to relatives or Pen Pals is a great way to keep in touch over the school break, as well as tell family you love them. Who doesn't like getting Happy Mail? You might even get some back in return!

## Student Objective:

Write a friendly letter to a Pen Pal or relative using his/her own dictated words or the provided template. Students can copy written draft-text or write on their own while utilizing:

- Capitalized Names, Pronouns and Titles
- Proper Letter and Word Spacing
- Organized basic features of print
- An understanding of spoken words representing written language

## Oregon State Standards:

K.L.1 Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.

K.L.2 Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.

K.RL.2 With prompting and support, retell familiar stories, including key details

K.RF.1 Demonstrate understanding of the organization and basic features of print.

K.RF.1a Follow words from left to right, top to bottom, and page by page.

K.RF.1b Recognize that spoken words are represented in written language by specific sequences of letters.

K.RF.1c Understand that words are separated by spaces in print.

K.W.1 Use a combination of drawing, dictating, and writing to compose opinion pieces, in which they tell a reader the topic or the name of the book they are writing about and state an opinion or preference about the topic or book.\*

K.W.2 Use a combination of drawing, dictating, and writing to compose informative/explanatory texts in which they name what they are writing about and supply some information about the topic.

## Recommended Reading

- The Day the Crayons Quit, Drew Daywalt
- The Day the Crayons Came Home, Drew Daywalt
- LOVE from the Crayons, Drew Daywalt

## Lesson Plan: Creative Writing in Letter Format.

Read Students examples of letters and provide a basic explanation of how the postal service works as well as the process for mailing a letter.

### Talking Points:

- Have you ever Mailed a Letter?
- Have you ever received a Letter or Birthday Card perhaps?
- Did the words sound like a story being told or a conversation with you and the author?

### Introduction

1. After reading a few example letters, or a story from the above list, point out the pieces of a letter: Date, Greeting, Body, Closing, and Signature.
2. Talk about the many different options for Greetings and Closings.
3. Talk about how long or short the Body section can be.
4. Talk about the emotions you can hear. Does the author sound happy or upset?
5. Ask, "What would you say if you could write a letter to a friend?"
  - a. How would you write your greeting?
  - b. How would you Close it?
  - c. What would you ask him or her?

### Guided Practice

On a white board, as a group begin a letter to the Crayons, like they did in the Recommended Reading Books together. Write the date at the top and guide students through the alignment, spacing and format of the letter.

1. Decide on a Greeting and write it out for them to see.
2. Tell them who you are.
3. Ask them a question.
4. Tell them something about you.
5. Decide on a Closing.
6. Sign your name.

### Independent Practice

1. Ask students who they would like to write a letter to.
2. Ask students to dictate their own letters while you write drafts they can copy in proper format. Or allow them to use the template below.
3. Make sure names are signed clearly and there is a return address on the envelope.
4. Mail your letters and wait!

# A Friendly Letter...

|      |  |
|------|--|
| DATE |  |
|------|--|

|                                 |   |
|---------------------------------|---|
| <b>GREETING</b>                 |   |
| Who are you addressing and how? | , |

|   |  |
|---|--|
| <b>BODY</b>   |  |
| What would you like to say in your letter? <ul style="list-style-type: none"><li>• Ask a Question.</li><li>• Tell a Story.</li><li>• Share a feeling.</li></ul> |  |

|                |   |
|----------------|---|
| <b>CLOSING</b> | , |
|----------------|---|

|                  |  |
|------------------|--|
| <b>SIGNATURE</b> |  |
|------------------|--|

Today is \_\_\_/\_\_\_/\_\_\_

Dear \_\_\_\_\_,

I am so excited to see  
you again soon! I hope  
you're enjoying your  
school break. What have  
you been doing for fun?

Your Friend,

# DO NOT Print this Page



## Hi Friends!

Thank you so much for stopping in on my Blog Post! I'm Kandice, Mom to #MySweetandSticky boys Cash & Wyatt. The Sweet or Sticky boy changes daily. I am a Wedding & Party Planner in real life for my own company, Green-Eyed Girl Productions but started this Mom blog while on a 5-year maternity break. It's obviously grown to be a competitive 50% of my Mom Business Life thanks to my amazing readers like you! So, I want to say THANK YOU and make sure you get the absolute most out of your experience here, which is what we like to call #MomWinning

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[Mom School](#): As a former educator I had no ~~restraint~~ choice but to subject my two boys to rigorous sensory play and early learning until they ~~escaped~~ started school. What we affectionately call Toddler School is the routine we did from ages 0 to 5 for early learning and pre-k reading.

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