



OLD SCHOOL FRIENDLY LETTER

I can't think of a person I know that wouldn't enjoy opening a friendly letter. A thoughtful gesture and sweetly appreciated, letter writing is becoming a lost art. Email, texting and social media are taking its place but not *replacing* it. It's still unique and heart-warming to tear open an envelope and hold a letter in your hand.

And what better time to write a letter to a valued person than on Valentine's Day!

Here's the lesson:

1. Tell the students the storyline: *"You're going to write a friendly letter to anyone you care about."*
2. Explain to them that asking questions is an integral part of letter writing. It expresses interest in the other person and also elicits a response letter for continued dialogue. Have the students think of questions they can ask the person in their letter.

Now to write!

3. Begin by writing the date on the first line on the right side of the page.
4. Skip a line.
5. Write the greeting on the 3rd line, left side (Dear Capital Letters and a comma).
6. Skip a line.
7. Write the introductory paragraph on the next line, left side. In your own words, write, *"Hello! How are you?"* and ask 1-3 questions.
8. Write the main idea and purpose of the letter. "In your own words, write: *"I wanted to write a letter to wish you a Happy Valentine's Day!"* Tell the person why they're important to you.
9. Write a short story about a time you were with the person. *"Do you remember when...? It made me laugh so hard..."*
10. Write the conclusion that wishes the friend or family member well, *"I hope you're doing well, I can't wait to see you again..."*
11. Write the salutation under the body of the letter and centered. *Your Friend, Your Buddy, Your Neighbor, Your Daughter etc.*
12. Write your name UNDER the salutation.