



## OLD SCHOOL FRIENDLY LETTER

NOTE: This lesson can address the following Common Core Standards:

CCSS.ELA-LITERACY.L.1.2.A, L.1.2.C, L.2.2.A, L.2.2.B, L.3.2.B, W.K.3, W.1.3, W.2.3, W.3.3, W.4.3 and W.5.3

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.
3. Show the five sections:
  - Greeting and Questions
  - Reason
  - Story
  - Update
  - Conclusion

Remember: K-1<sup>st</sup> Graders are encouraged to write 1 sentence for each section,  
2<sup>nd</sup> Graders 2 sentences, 3<sup>rd</sup> Graders 3 sentences and so on.

Now to write!

Guide the student through the following steps. There are samples in italics.

4. Begin by writing the date on the first line on the right side of the page.
5. Skip a line.
6. Write the greeting on the 3<sup>rd</sup> line, left side (Dear Capital Letters and a comma).



7. Skip a line.
8. Write the introductory paragraph on the next line, left side. In your own words, write a greeting:

*"Hello! How are you?" "How have you been?" "How's it going?" etc.*

9. Ask 1-3 questions.

*Did you watch the Super Bowl? Do you have snow now? What books have you read lately?*

10. 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.

*"I wanted to wish you a happy Valentine's Day. You're my best cousin. You make me laugh. You like soccer as much as I do."*

11. Write a short story about a time you were with the person.

*"Do you remember when...? It made me laugh so hard..."*

12. Write an update about yourself.

*This year I joined the swim team...*

13. 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!"*

14. Write the salutation UNDER the body of the letter and centered.

*Your Friend, Your Buddy, Your Neighbor, Your Daughter, Your Cousin, etc.*

15. Write your name UNDER the salutation.