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Letter Writing

by Gea Marie Rosellosa

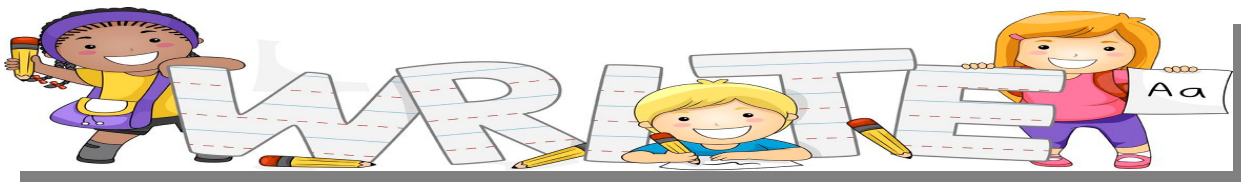


Smile before you open.



Welcome to the world of letter writing. In this module you will learn some tips on how to write a friendly letter that you will never forget. So, hit like and follow us throughout this module and you will be equipped with the essential knowledge of how to write a friendly letter that you would appreciate and love. So, come on join us! And learn with us.

The heart of this module is to let and encourage elementary pupils to



a friendly letter to their loved ones.

Letters are used to convey a message and are usually preserved as memories. A *friendly letter* is a type of letter whose audience is your family, friends or even lovers.



Hi my name is Mary.

I have a best friend named Jane. She is in Japan now and I already miss her so much.

So, I want to write a friendly letter to her, but the problem is, I do not know how to write a letter.

Could someone help me?





Hello friends! Here we are Diego and Dora to help Mary write a letter for her best friend Jane in Japan.

Would you like to help us too?

Come on... Let's go!



Figure 1

36 North Road,
Electra Street,
Abu Dhabi
27 July 2000

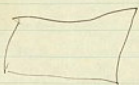
Dear Aelia,

It has been a long time since I saw you. I am just waiting for my holidays to get over and meet you soon. I hope the work has been going well for you at office.

There's only few days left in my holidays and after that it's back to work. I've bought lots of stuff for you.

Yours sincerely,
Maria

Sample A

Small Here → 

JISA
I Truly need
THIS Rest
I HAVN'T Slept
literally in 4 DAYS now
I need to Be AWAY
from phones and
Business people.
I MUST TAKE care
of My Health first
I'm CRAZY FOR you Love
Tued.

© Splash

Sample B

Compare the two samples of letters: sample A and sample B, which do you think is a good sample of a friendly letter?

Let's find out by thinking about the essential parts of a friendly letter.

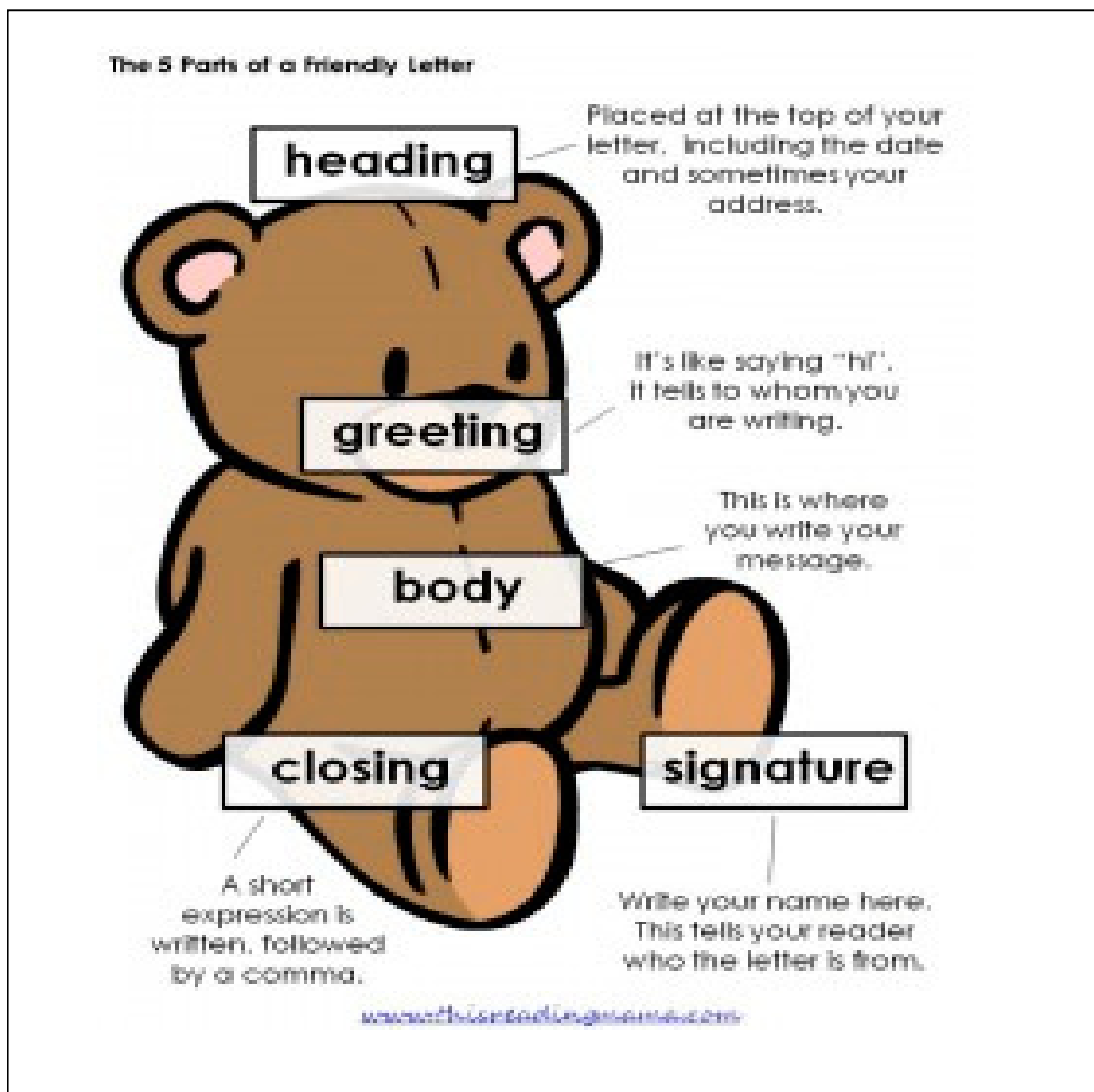


Figure 2 Discussion: The Essential Parts of a Friendly Letter

Study figure 1 carefully.

Which of the sample letters is following the essential layout of a friendly letter?

Mark an (x) if the sample/s has/have the essential parts of a friendly letter.

	Sample A	Sample B
Heading		
Greeting		
Body of the letter		
Closing		
Signature		

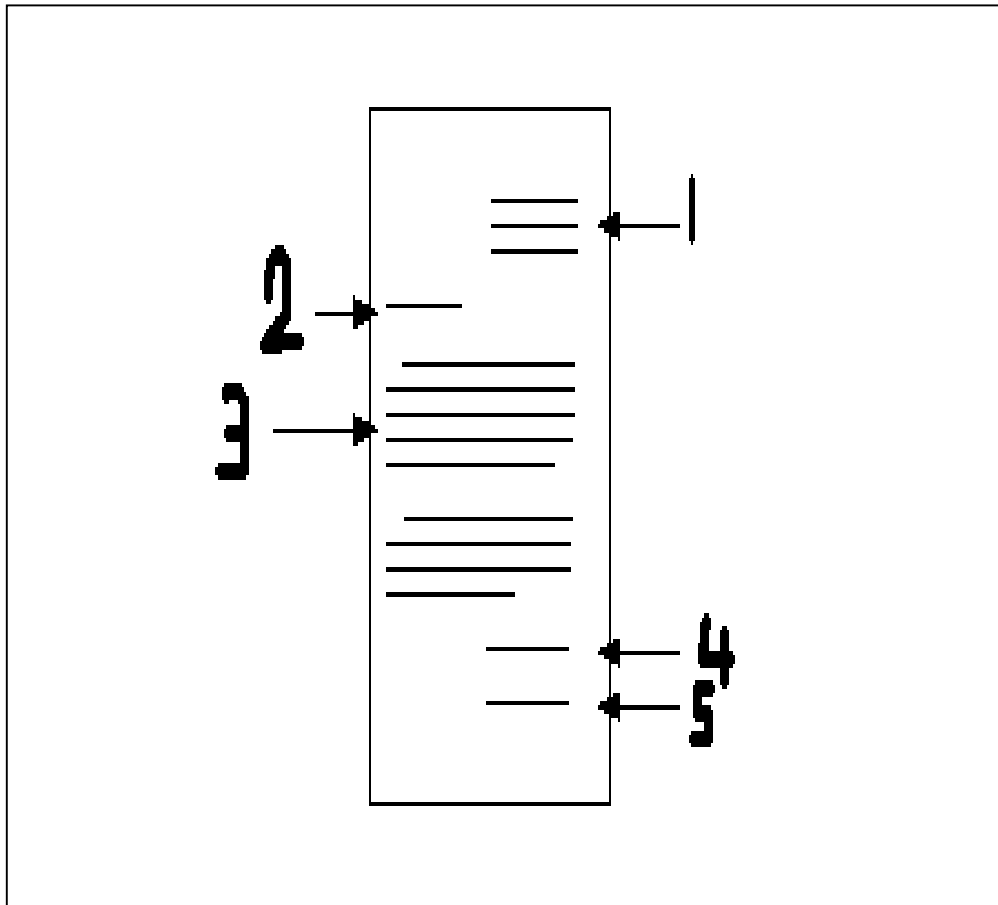


Yehey! Now I know that a friendly letter has 5 important parts. Each part requires different information and punctuation is very important as well. Thank you Dora and Diego. Bravo! Now I can start writing my own letter for Jane. I am so excited...

How about you? Wouldn't you like to write your own letter? You can do it! So let's start the ball rolling...



A. Identify the essential parts of the letter below. (1-5)



B. Fill in the missing word in each number by writing the correct answer in the blank.

1. _____ is the part of a letter that names the sender.
2. _____ is a farewell greeting of the letter.
3. _____ is also called salutation.
4. _____ the punctuation mark used in the salutation.
5. _____ is a conversation in written form.
6. _____ tells the date when the letter was written and the address of the sender.
7. _____ is the main text of a letter.

C. Rewrite the letter below in a friendly letterform. Use appropriate punctuation if necessary.

august 9,2013
minglanilla,Cebu
dear ms cruz the english club will
sponsor a
literary contest on wednesday
august 15, 2013 in celebration of
the english week may we ask you
to be one of the members of the
board of judges thank you very
much very truly yours
julius c. dela cruz

D. Write a letter of invitation about any of the following.

1. birthday party
2. christening
3. school play

Answer Keys of Exercise A, B, C and D.

A

- 1.Heading
- 2.Greeting or Salutation
- 3.Body of the letter
- 4.Complimentary Close
- 5.Signature

B

- 1.Signature
- 2.Complimentary Close
3. Greeting
4. Comma
5. Letter
6. Head
7. Body of the letter

C

Minglanilla,Cebu
August 9,2013

Dear Ms. Cruz,

The English Club will sponsor a literary contest on Wednesday August 15, 2013 in celebration of English week.

May we ask you to be one of the members of the board of judges. Thank you very much.

Very truly yours,

Julius C. Dela Cruz



You have fully succeeded your learning journey with this module with flying colors. You can now send as many letters as you like. Be confident and show them what you've got from this module. Keep on writing.

References

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Websites

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