

# Informal Letter Writing

## 3<sup>rd</sup> Class

Writing activities to be completed over the course of the week.



# What Is an Informal Letter?

An informal letter is a letter that we send to people we know.

Types of informal letters can be:

- Postcards;
- Thank you letters;
- Letters to friends or family who live further away.

# Example of a Postcard

Dear Daisy

How are you? We are at the seaside!

It has been like a dream and very nice weather too. What a treat! We have had ice cream every day and my Mum said maybe I can go on a donkey tomorrow and she will teach me to swim, what a week it's been! We've spent lots of money as it isn't cheap and our feet are tired but it's been worth it.

Lots of love and see you soon.

May xx



Daisy McClean

3 Sheaf Street

Milton Keynes

MK3 3ET

# Come Together by Staying Apart

An Post are soon to give every house free postcards for posting to family and friends across the country to help them to stay connected in the weeks ahead.

Here are some examples of how you could use your postcard:

*Write to your grand-parents or older relatives and friends who are staying home; write to someone who is living alone or who could do with some cheering up. Send a note to your cousins or friends. Let them know you're thinking of them. Send thanks to our outstanding doctors and nurses and all those working so hard to keep everyone safe and well at this time.*



# Activity 1: write a postcard to a friend or relative with the theme “**Come together by staying apart**”.

Copy the template below onto your own sheet. Send a photo of your postcard to your teacher. You may like to write more than one postcard!

The image shows a blank postcard template. It is divided into two main sections by a vertical line. On the left is a large empty space for writing a message. On the right is a smaller area for an address, which includes a small square at the top right for a stamp and five horizontal lines below it for the recipient's name and address.

This can be your draft before you write the real postcard to send!



# Features to include in your postcard:

- The name and address of who you are sending it to
- Greeting, e.g. Dear Grandma, Hello Jessica, etc.
- Introduction – why are you writing to this person, e.g. to find out how they are, to let them know you are thinking of them, to thank them for ....
- Ask some questions about the person you are writing to
- Let them know what you have been doing
- A sentence on the theme **'Come together by staying apart'**
- Closing and signature

# Example of a Thank-you Letter

1 Christmas Lane  
Newtown  
Northwood  
SA1 NTA

Friday 2<sup>nd</sup> January 2015

Dear Santa,

I am writing to thank you for the lovely presents you left at my house on Christmas Eve. I couldn't believe my eyes when I saw them all and so beautifully wrapped. Your elves must have been very busy this year.

I especially loved the bike and have been learning how to ride it, as I haven't had one without stabilisers before. The pink helmet is a perfect fit and I wear it to protect my head when I'm on my bike in case I fall off.

My brother James loved his train set and has been playing with it everyday since you delivered it. He loves the noises it makes and connecting all of the carriages together.

I hope you and Mrs Claus have a lovely holiday and the elves and reindeers have a well deserved rest.

Love from  
Daisy xx

# Example of a Letter to Friends or Family

Little Red Riding Hood  
12 Fairy Tale Lane  
The Village  
FT7 8VP

Friday 23rd May 2015

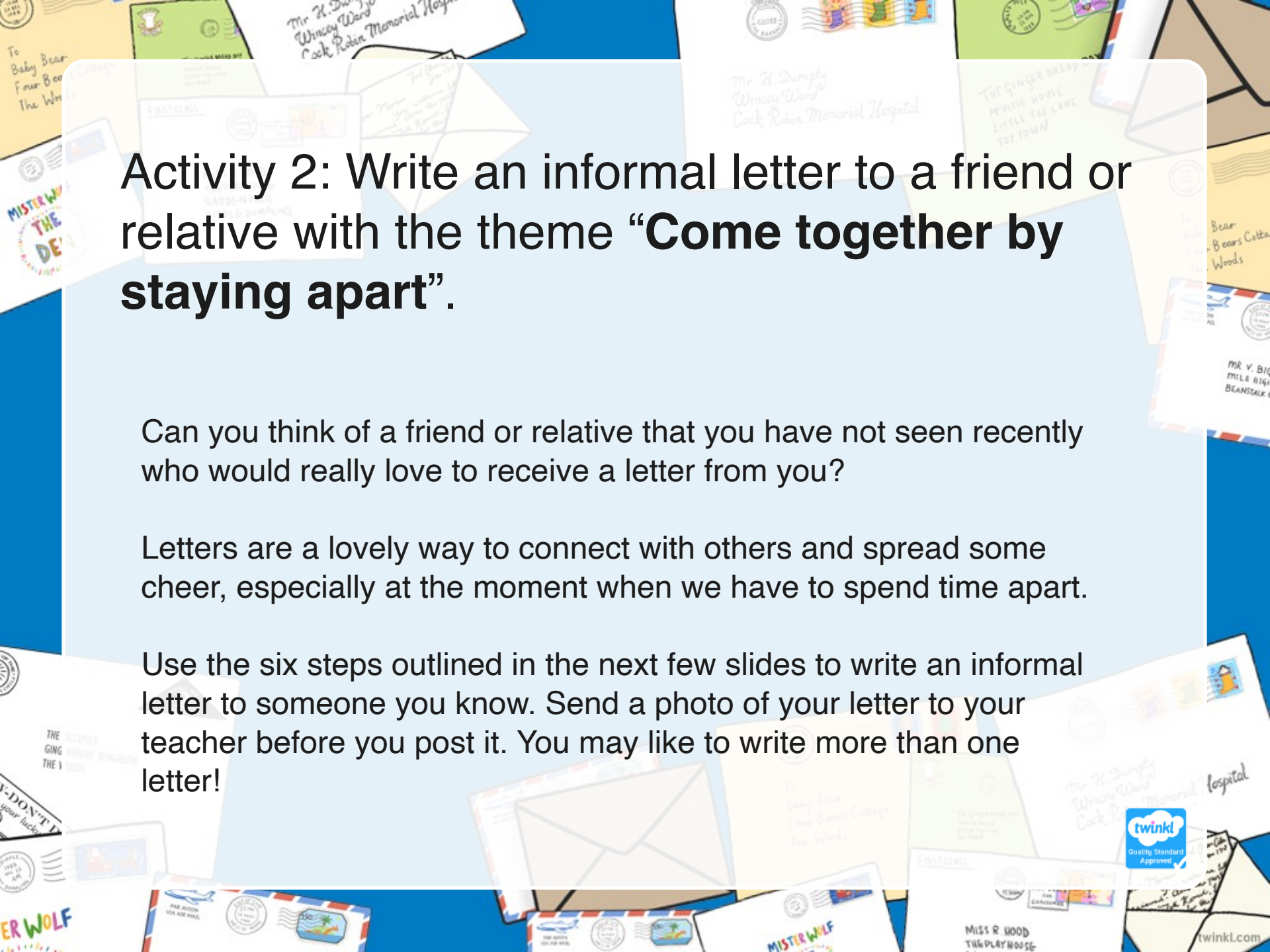
Dear Gran,

How are you? Mum told me you haven't been feeling very well. I have baked you some of your favourite cakes and wondered when it would be possible for me to come and visit?

Hope to see you soon.

Lots of love  
Little Red Riding Hood xx





## Activity 2: Write an informal letter to a friend or relative with the theme **“Come together by staying apart”**.

Can you think of a friend or relative that you have not seen recently who would really love to receive a letter from you?

Letters are a lovely way to connect with others and spread some cheer, especially at the moment when we have to spend time apart.

Use the six steps outlined in the next few slides to write an informal letter to someone you know. Send a photo of your letter to your teacher before you post it. You may like to write more than one letter!

# How to Write an Informal Letter

Step 1 – Write your address in the top right hand corner of your letter.

Daisy Happy  
Flat 23 Clarence House  
Long Lane  
Caggletonville  
CA12 4ON

# How to Write an Informal Letter

Step 2 – Write the date underneath your address.

Daisy Happy  
Flat 23 Clarence House  
Long Lane  
Caggletonville  
CA12 4ON

Friday 2<sup>nd</sup> January 2015

# How to Write an Informal Letter

Step 3 – Write the name of the person who the letter is for below the date on the left hand side. You can use 'Dear' or a more informal greeting, such as 'Hello', or 'Hi'. Add a comma after the person's name.

Daisy Happy  
Flat 23 Clarence House  
Long Lane  
Caggletonville  
CA12 4ON

Friday 2<sup>nd</sup> January 2015

Dear Santa,

# How to Write an Informal Letter

Step 4 – Tell the person why you are writing to them.

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Long Lane  
Caggletonville  
CA12 4ON

Friday 2<sup>nd</sup> January 2015

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# How to Write an Informal Letter

Step 5 – Add any extra information you would like to tell them.

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Friday 2<sup>nd</sup> January 2015

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I especially loved the bike and have been learning how to ride it, as I haven't had one without stabilisers before. The pink helmet is a perfect fit and I wear it to protect my head when I'm on my bike in case I fall off.

# How to Write an Informal Letter

Step 6 – Finish off your letter using an appropriate ending e.g. ‘Love from’ or ‘See you soon’, followed by your name.

Daisy Happy  
Flat 23 Clarence House  
Long Lane  
Caggletonville  
CA12 4ON

Friday 2<sup>nd</sup> January 2015

Dear Santa,

I am writing to thank you for the lovely presents you left at my house on Christmas Eve. I couldn't believe my eyes when I saw them all and so beautifully wrapped. Your elves must have been very busy this year.

I especially loved the bike and have been learning how to ride it, as I haven't had one without stabilisers before. The pink helmet is a perfect fit and I wear it to protect my head when I'm on my bike in case I fall off.

Love from  
Daisy xx

# Checklist: Have you included the following in your letter?

- Your address in the top right hand corner
- The date underneath your address
- A greeting, e.g. Dear Grandad, Hi Ciara, etc.
- Introduction paragraph – why are you writing to this person, e.g. to see how they are doing, because you miss them, to tell them some news, to say thank you, etc.
- Remember to ask some questions about the person you are writing to
- Main paragraph with information you would like to tell them about you and what you have been doing
- Conclusion – finish with a positive sentence, e.g. how you are looking forward to seeing them soon, you hope they enjoy the good weather, etc.
- A sentence on the theme **‘Come together by staying apart’**
- Closing and signature, e.g. Love from Isabel
- Don't forget capital letters and full stops!





# Useful Words and Phrases

Dear

I hope

since

thank you

favourite

promise

please

thought

don't forget

because

before

best wishes

after

I can't wait

although

See you soon

Love from

