

Identify the structure of a friendly letter

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Learning Objectives

Identify the structure and write a friendly letter.

REVIEW!

what do you think is the
boy doing?



NOW I WILL
SHOW YOU AN
EXAMPLE OF
WHAT...



September 1, 2022

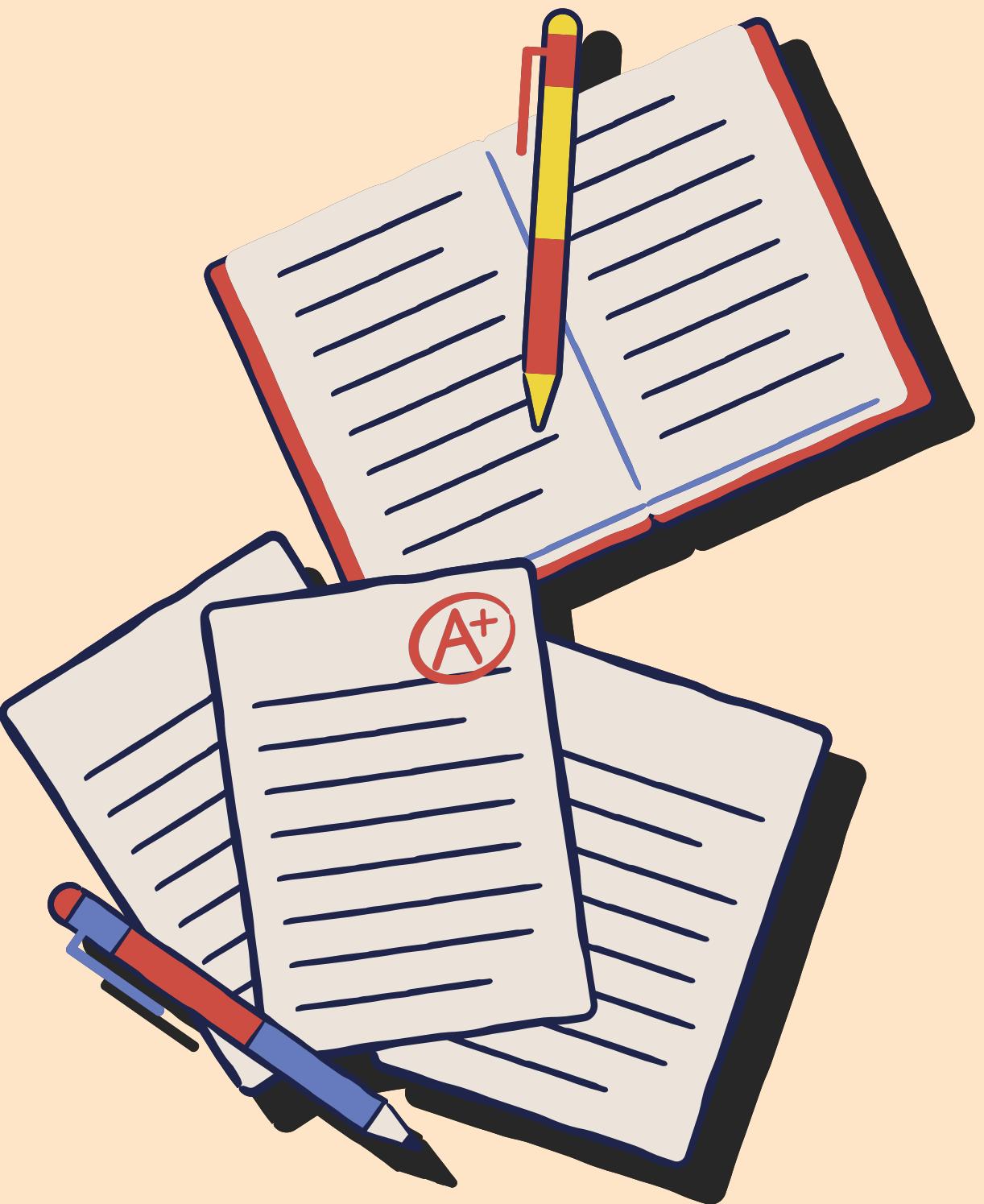
Dear Fred,

How are you? Next Monday is the opening of our classes. I am so excited to go to school. I am glad that we are classmates again. See you on Monday.

Your friend,
Max

MATCHING TYPE!

Match each underlined word in column A with its meaning in column B.



A

1. I hope you are in a good
condition.

2. I like the present you gave
me.

3. I remember the days when
you still liked me.

B

a. to recall the mind by an act or effort of
memory; think of again

b. the state of something with regard to
its appearance.

c. a gift from someone

August 22, 2023

Dear Mia,

Hi, how are you? I hope you are in good condition. I just want you to know that I have a new pet. I named it Magic because I remembered/thought of you when my Mom gave it to me as my present. See you soon, Mia. Take care and keep safe.

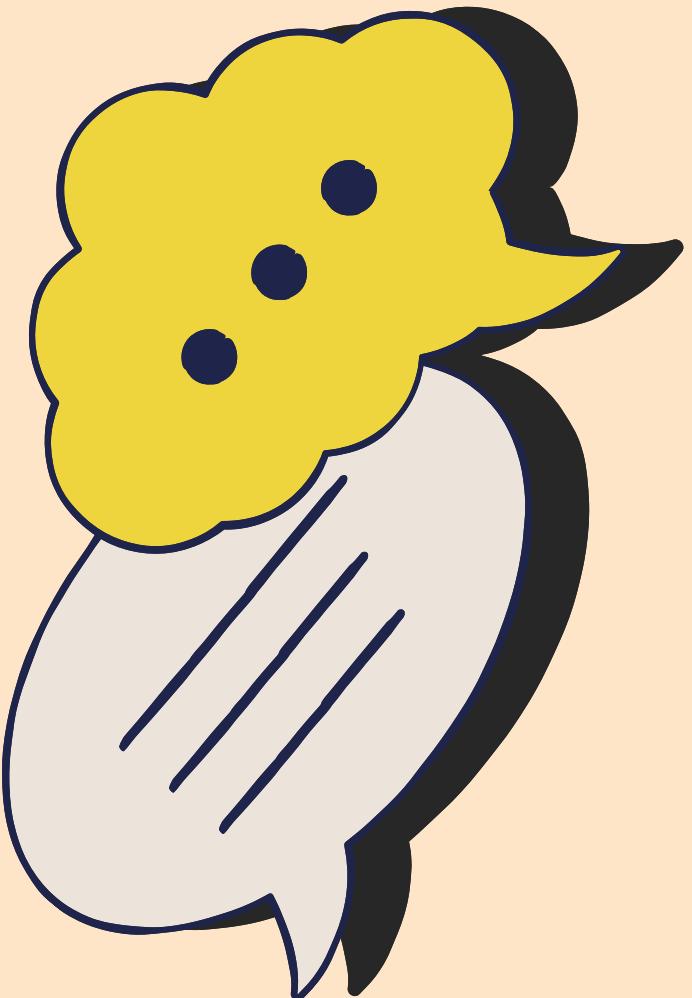
Your friend,
Zion

I have a few question class..

Do you have a friend?

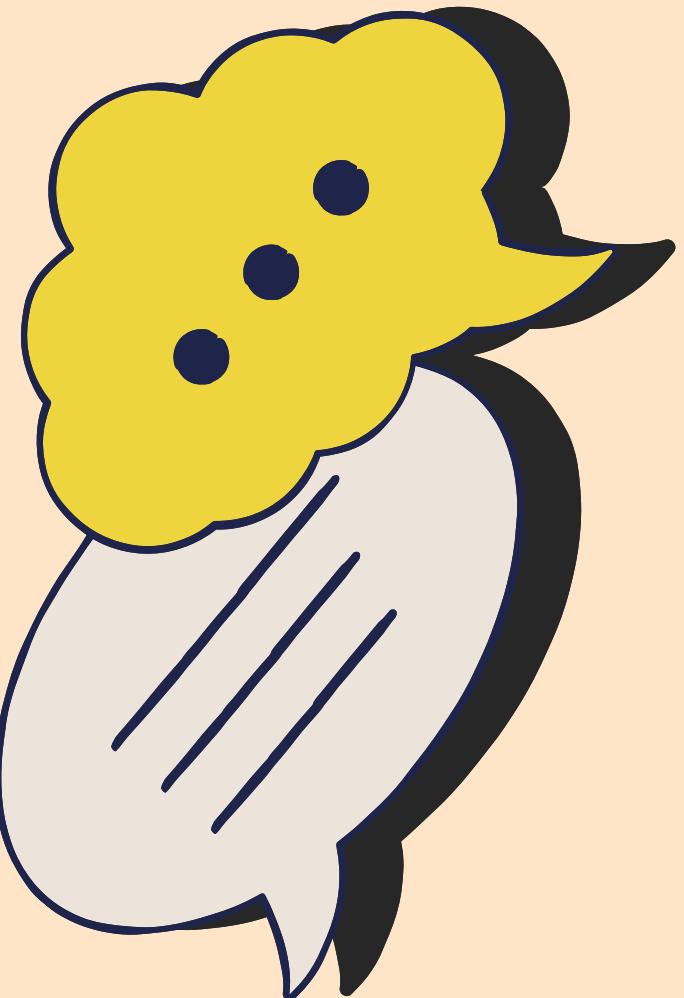
Do you have a lot of friends?

Are you a friendly person?



I have a few question class..

How do you get in touch with your friends?



**Writing a letter is one
way to connect with
your friends.**

Have you experienced writing a letter?

September 1, 2022

Dear Fred,

How are you? Next Monday is the opening of our classes. I am so excited to go to school. I am glad that we are classmates again. See you on Monday.

Your friend,
Max

August 22, 2023

Dear Mia,

Hi, how are you? I hope you are in good condition. I just want you to know that I have a new pet. I named it Magic because I remembered/ thought of you when my Mom gave it to me as my present.

See you soon, Mia.
Take care and keep safe.

Your friend,
Zion

A Friendly Letter uses the following structure:

1. The **Heading** is in the upper right corner of your letter. It shows the date when the letter was written.
2. The **Greeting** is the way you say hello. You can say "Dear John". **Comma** is used after the greeting.
3. The **Body** is where you write your message.
4. The **Closing** states the way you say goodbye. Examples are Sincerely, Your friend, Yours truly,
5. The **Signature** is where you sign your name



Worked Example

A. Structure of a Friendly Letter

Instructions: Identify the structure of a friendly letter.

Tuesday, August 22, 2023

Dear Zeus,

Hello! I hope you're doing great. I want to update you on my situation right now. I am not in good condition. I got sick and was confined in the hospital. The doctor told me that I suffered from pneumonia. Don't worry; they are taking care of me, and I am feeling better now. I hope to see you soon. God bless you!

Your friend,
Heidi



Question:

what is the purpose of a friendly letter?



Question:

what is the purpose of a friendly letter?

Can you name all the following structures in the friendly letter?



writing a Friendly Letter Activity

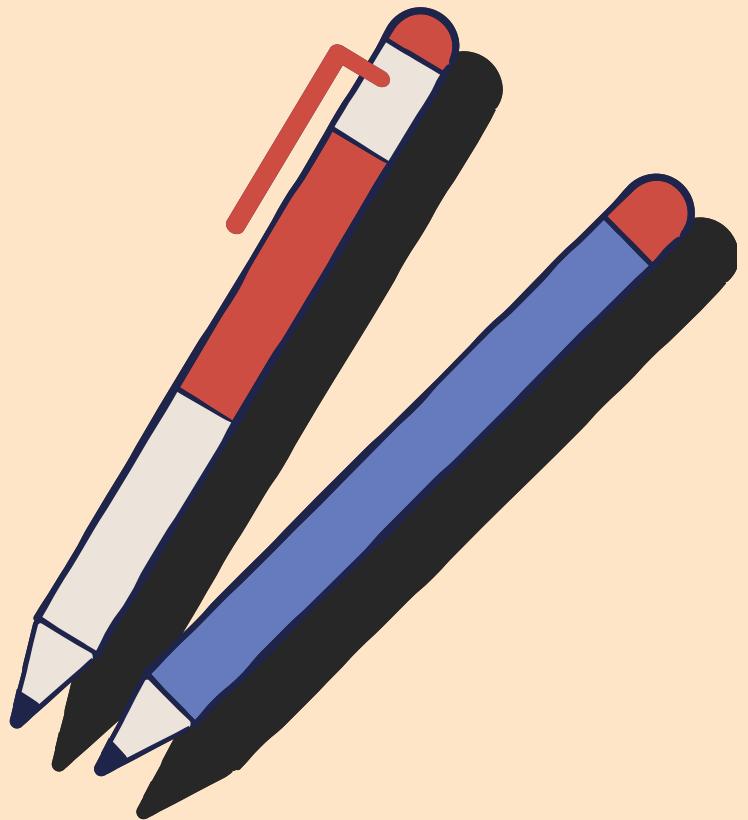
**Instructions: Write a
friendly letter. Use the
space provided**



LESSON ACTIVITY

Instructions: Drag and drop the words from the box to identify the parts of the letter

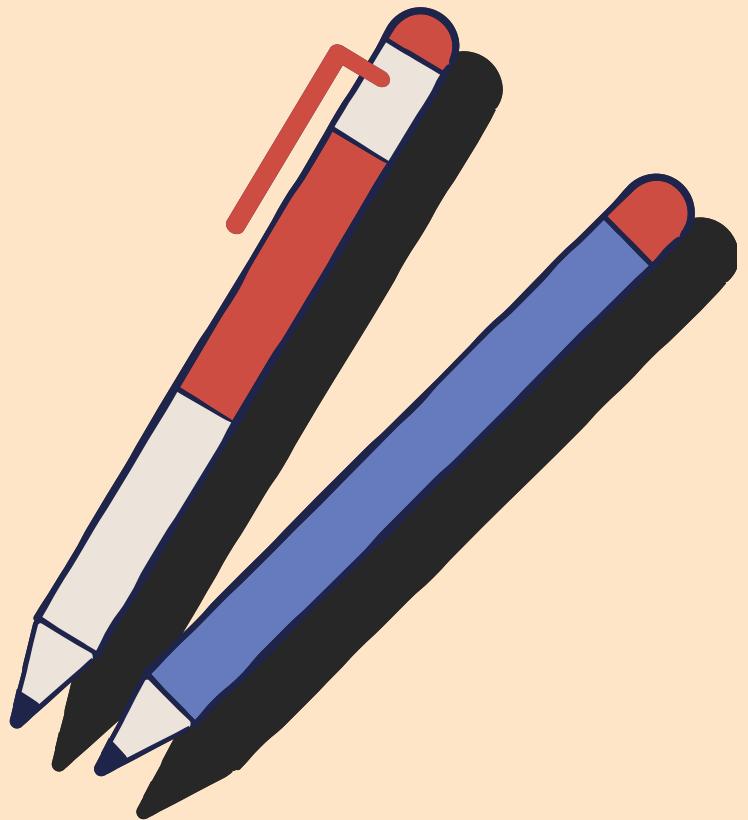
Signature	Closing
Heading	Greeting
Body	



LESSON ACTIVITY

Instructions: Drag and drop the words from the box to identify the parts of the letter

Signature	Closing
Heading	Greeting
Body	



Monday, August 21, 2023

Dear Tom,

How are you? I hope you're doing fine. I and my mom are coming to visit you in two days. I hope to visit the Botanical Garden and Baywalk. We also plan to swim in your beaches there. I can't wait to see you.

Your cousin,
Angel



Thank you for
attentive listening!