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Let's Write a Friendly Letter

Lesson Plan

Grade Band: 2 - 5
Suggested Time: 1 - 3 class periods (depending on the number of drafts required)
Brief Lesson Description <p>Encouraging students to write letters from an early age can improve their communication, social and handwriting skills, and teach them what they need to know about writing and structuring letters. By providing a variety of different activities, students will recognize that writing a letter can fulfill a number of purposes including communicating ideas, sharing opinions, persuading others and expressing feelings.</p>
Lesson Objectives: <ul style="list-style-type: none"> Students will write friendly letters that include a greeting, body, and closing. Students will understand how we use written communication to build relationships.
Guiding Question(s): <p>Who may receive a letter? What are some purposes for writing letters?</p>
Vocabulary: <ul style="list-style-type: none"> Greeting Heading Body Closing Recipient
Materials: <ul style="list-style-type: none"> Letter Writing anchor chart Writing tools Letter writing templates (digital or paper)
Suggested Scaffolds: <ul style="list-style-type: none"> Provide students who are struggling to get started with ideas of topics to write about or questions to ask others in their letter. <p>Examples:</p> <ul style="list-style-type: none"> Where I want to live when I grow up My family vacation Best book I've ever read Things other people love that I don't That time _____ happened My hobbies Place I'd most like to visit At the zoo, the first animal I go see is the _____ My favorites: field trip/food/school subject/tv show etc.



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- On Saturdays, I like to...
- One thing I'm afraid of is...
- My secret power would be...
- What do you do for fun?
- What are your favorites? (animal, food, color, movie, book, etc.)
- What's your hidden talent?
- Who is your hero?
- What makes you happy?

LESSON PLAN

Build Background:

Ask students to share what they already know about writing letters by posing the following questions for students to answer independently or discuss in small groups:

- How is mail delivered to your family?
- Have you ever received a letter or card?
- How did it make you feel?
- What are some reasons we send mail?

Lesson Activity Procedure:

Introduce the lesson by sharing with students that they'll have the opportunity to write friendly letters that they will then either deliver by hand or send in the mail.

Teacher Note Before sending students off to get started writing, review any anchor charts or previously used materials around the parts to a letter.

You may also want to use this opportunity to share a list of possible letter recipients or have students volunteer who they have sent or received letters from in the past (i.e. deployed soldiers, seniors at a local nursing home, friends or family members).

Before having students independently begin writing their letters, model the process by writing a friendly letter together as a class. Using the list of possible letter recipients, have students vote on who they would like to aim their class letter towards. As you draft the class letter, make it fun and give students opportunities to contribute ideas!

Now that students have had a few different opportunities to explore letter writing, prompt students that they will now begin on their first draft of their letter. Remind students that letter writing, similar to other genres of writing, will follow the writing cycle and they may write several drafts before they arrive at their best, final version.

Give students ample time to work on their drafts and encourage them to begin editing their letter (either independently using a checklist or in pairs) once they are finished with their draft.

Optional Extension Activity:

Just like writing a letter gives a person the opportunity to share some things about themselves, a stamp can speak a thousand words. If students have never purchased stamps themselves personally, share with them some examples of stamps they can get from a post office.



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Share with students that they will now have the opportunity to create their own stamp design. Remind students that the tiny works of art on a stamp can reflect and celebrate important events or share with someone a little something about their culture or interests. There really is a story behind every stamp!

You can always have students reflect on their stamp artwork after completion by having them respond to the following questions:

- The subject of my stamp is...
- I chose to honor this subject with a stamp because...