

# Friendly Letters

Language Arts  
Grades 3 – 5

Purpose: Students will communicate with others by writing friendly letters.

Description: Students will use multimedia resources to write correctly formatted friendly letters for a variety of purposes.

Activities	MN Grad Standards	NETS for Students
Teacher will model the correct format of a friendly letter.		
Students will compare and contrast the format of a friendly letter with other printed text.	Preliminary to the Read, View, & Listen: Interpretation & Evaluation (Pt 3)	
Students will practice writing friendly letters. The letters will contain minimum requirements, provided by the teacher, according to the letter's purpose. For example, a Thank You letter might contain a personal thank you and a statement of something the student learned and what she/he liked.	Preliminary to the Write and Speak (B & C)	
Students will write, edit, and revise friendly letters to pen pals. Pen pals could be found within your buildings or district, between different districts, across states, or with other countries.	Preliminary to the Write and Speak (B & C) Resource Management (A)	6, 7
Students will word process final copies of friendly letters.	Resource Management (B)	1, 4, 5, 6, 7, 9

Students will compare and contrast the format of friendly letters and the use of e-mail.	Resource Management (A) Read, View, & Listen: Interpretation & Evaluation (4)	1, 2, 3, 5, 6, 7, 9
Teachers will model the correct way to address an envelope.		
Students will practice addressing their own envelopes.		

### Tools and Resources

(List all Web sites, specific software and hardware needs)

#### **HARDWARE**

Computer with internet connections

Printer

Overhead

#### **SOFTWARE**

Word processing

## **WEB SITES**

ePALS Classroom Exchange <http://www.epals.com>

Kidszone <http://www.kidszone.co.nz>

Kid's Media Club <http://www.kidsmc.com>

KeyPals Club <http://www.mightymedia.com/keypals/>

## **OTHER**

Guest Speakers

Field Trips

## **Assessment**

(How will you assess the students' learning? If you have a rubric, record it here. Be as specific as possible)

Teacher will evaluate the student's product by:

1. Grammar
2. Correct friendly letter format (Heading, greeting, body, closing, and signature)
3. Sentence structure
4. Capitalization
5. Punctuation
6. Spelling
7. Suitable content
8. Word processing skills

## **Authors (including contact information)**

**(Record the names and email addresses, if possible, of those who contributed to the development of this lesson sequence)**

Theresa Bong [tbong@wrenshall.k12.mn.us](mailto:tbong@wrenshall.k12.mn.us)

Karen Hermanson [khermans@isd381.k12.mn.us](mailto:khermans@isd381.k12.mn.us)

Sue Jentoft [sjentoft@proctor.k12.mn.us](mailto:sjentoft@proctor.k12.mn.us)

Karen Johnson [kjohnso7@isd381.k12.mn.us](mailto:kjohnso7@isd381.k12.mn.us)

Bev Larson [balars@duluth.k12.mn.us](mailto:balars@duluth.k12.mn.us)

Michelle Michaelson [mmichael@mooselake.k12.mn.us](mailto:mmichael@mooselake.k12.mn.us)

## Personal Account

(Have you taught this lesson sequence before? What are the great learning/experiences you had?)

This is a culmination of all of the teacher's ideas that developed this lesson. We feel that this is a lesson that any teacher could use and adapt for their students.

Ideas that we have used in our room are:

1. Postcards
2. Thank You letters
3. Flat Stanley
4. Scholastic Reading series
5. Invitations
6. Information requests
7. Writing to an author
8. Writing to a character
9. Writing as a character

*Used with permission of the International Society for Technology in Education (ISTE) National Educational Technology Standards (NETS) Project  
(<http://www.iste.org> or <http://cnets.iste.org>) Contact: Lajeane Thomas, Louisiana Tech University, P.O. Box 3161, Ruston, LA 71272; Voice: 318  
257-3923 Email: [lthomas@latech.edu](mailto:lthomas@latech.edu)*