

Letters from the BookFlik Forest

Learning objective: To identify and use the formal features of a letter, including address, greeting, closing, and paragraph structure.

Follow the steps below to design a letter from Pip the caterpillar to his friend Nova the owl. Use the word bank to label your drawing accurately.

Draw: Draw a large piece of parchment paper in the centre of your page. At the top left, draw a small box for the sender's address. Below that, on the right, write the date. In the middle, draw a cheerful Pip the caterpillar holding a quill pen. Leave space around Pip to write three distinct paragraphs. At the bottom, include a space for a signature. Use a neat, clear style as if you were writing a real letter to a friend.



Label words: Sender's Address · Date · Recipient's Name · Greeting · Main Body · Sign-off · Signature

Steps:

1. Where should the sender's address be positioned on a formal letter? Draw a small box in the correct corner to show this.
2. Write a suitable greeting that Pip might use to start his letter to Nova.
3. What information should be included in the 'Main Body' of a letter? Write one sentence describing a recent book Pip read.

4. List two appropriate ways to sign off a letter to a friend.
5. Why do we use paragraphs in the body of a letter? Explain briefly.