

Help Pip Write a Letter

Learning objective: To identify and draw the key parts of a formal letter.

Pip the bookworm caterpillar wants to write a letter to a friend. Use your pencil to draw the layout of a letter on the page below. Follow the steps to make sure all the parts are in the right place.

Draw: Draw a large piece of paper in the centre of your page. Inside the paper, draw lines to show where the different parts of a letter go. Use a neat style like a real letter. You can draw a small picture of Pip the caterpillar in the corner to decorate your letter.



Label words: Address · Date · Greeting · Main body · Sign-off · Signature

Steps:

1. Step 1: Draw a small box in the top right corner. Label this 'Address'.
2. Step 2: Draw a line below the address for the 'Date'.
3. Step 3: Draw a line on the left side for the 'Greeting' (e.g., Dear Friend).
4. Step 4: Draw a large rectangle in the middle for the 'Main body' of the letter.
5. Step 5: Draw two short lines at the bottom for the 'Sign-off' and 'Signature'.