

Writing a Letter to Pip

Learning objective: To learn the parts of a formal letter and how to write a friendly message.

Help Max the monkey write a letter to Pip the bookworm. Use the word bank to help you fill in the blanks and answer the questions. Look at the boxes for your answers.

A letter has special parts. The top right shows the address and date. The top left starts with a greeting like 'Dear Pip'. The middle is the body where you write your news. At the end, you sign your name.

Word bank: Dear · Sincerely · Address · Date · Body · Signature

1. 1. Which word should we use to start a letter to Pip? Write it here: (1 mark)

2. 2. Max wants to tell Pip about a maths puzzle. Where in the letter does he write his news? (Tick the right part: Address, Body, or Signature) (2 marks)

3. 3. Write a short sentence to tell Pip you are reading a new book. Start with: 'Dear Pip, I am reading...' (2 marks)

4. 4. What is the last thing you write at the bottom of a letter to show who wrote it? (1 mark)

Draw: Draw a picture of Pip the caterpillar reading a book under a large leaf, and draw an envelope next to him.

Extension challenge: Imagine you are writing a letter to Nova the owl. Write one sentence asking her a question about the stars.