Letter Writing Mastery with Pip and Max

Learning objective: To identify and understand the key features of an informal letter, including layout, tone, and structure, in line with Class 3 English curriculum requirements.

Use these flashcards to revise the essential parts of a letter. Read the front of the card to test your memory, then check the back to see if you are correct!

Where should the sender's address go on a letter?	**What is the greeting used to start a letter?**
At the very top right-hand corner of the page.	Usually 'Dear [Name],' followed by a comma.
Where do you write the date in an informal letter?	**What is the main part of the letter called where you write your message?**
Underneath the sender's address on the right-hand side.	The body paragraphs.
What is a sign-off?	**What does 'informal tone' mean when writing a letter to a friend?**
The closing phrase at the end of a letter, such as 'Kind regards' or 'Best wishes', followed by your name.	Using friendly, relaxed language as if you were speaking to them in person.
Why do we use paragraphs in a letter?	**Who is the 'recipient' of a letter?**
To group related information or topics together to make the letter easy to read.	The person who is going to receive and read the letter.
What punctuation must follow the greeting (e.g. Dear Pip)?	**True or False: You should always use formal language like 'Dear Sir or Madam' when writing to a close friend.**
A comma (,).	False. You should use a friendly, informal tone.
If Max the monkey is writing to Pip the caterpillar, who is the sender?	**What is the final thing you should write at the very bottom of your letter?**
Max.	Your signature or your name.