Letters from the Forest: A Writing Adventure

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

Today, you are helping Pip the bookworm write a letter to a friend. Use the drawing space below to illustrate what Pip is writing about, then use the labels to identify the important parts of a letter.

Draw: Draw a cozy scene inside a hollow tree trunk library. Pip the bookworm is sitting at a tiny wooden desk made from a leaf, carefully writing a letter on a piece of parchment. Use a warm, soft art style. Include a stack of books nearby and a small window showing a starry sky. Leave space around the edges of the drawing to add labels for the parts of a letter.

Label words: Sender's Address · Date · Greeting · Main Body · Closing · Signature

Steps:

1. Draw a small box at the top right of your page. Label this box as the 'Sender's Address'.
2. Write a formal greeting (e.g., Dear Nova,) on the left-hand side of your drawing.
3. Draw Pip the bookworm holding a letter. What is one piece of news Pip might share? Write one sentence about it.
4. Add a sign-off phrase at the bottom of your letter, such as 'Yours sincerely,' or 'Best wishes,'.
5. Why do we include the date when we write a letter?