# 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 Grade 2 ELA 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!

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| **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. |