

## Lesson Plan

### Letter Sections

**Book:** *Writing a Letter*

**Series:** Life Skills

**Level:** Pioneer

### Objective

To help students practice writing a letter that follows a simple format.

### Supplies

- *Writing a Letter* book
- Projector or computer screen
- Paper
- Pencils or pens
- Envelopes

### Before the Activity

Read through the *Writing a Letter* book as a class. Display page 19, which shows the labeled parts of a letter, on a projector.

### Activity

Before students start writing their letters, ask them to think about a few questions:

- Have you ever written or received a letter?
- Who was the letter to or from?
- What was the reason for the letter?

Make sure each student has a paper and a pen or pencil. Then, ask each student to write a letter. The letter can be addressed to anyone: a friend, a family member, a teacher, a coach, etc.

The letter should have the following parts:

- A greeting (including the name of the person the letter is for)
- A body that tells the reason for writing
- A closing
- A signature (the name of the person writing the letter)

When students have completed their letters, they should come line up by your desk and take turns showing you their letters. After you check each letter, students can take the letter home and mail it, if they want.

**Evaluation**

Give students 2 points each for section (a greeting, a body, a closing, and a signature) they included, or up to 8 points total.

**Standards**

This lesson may be used to address the Common Core State Standards' reading standards for informational texts, grade 2 (RI 2.3), and the National Council for Social Studies standard 5.