

Grade 2

Second Prompt

Friendly Letter

Writing to a Friend or Family Member

English Language/Arts Content Standard:

- 1.0 Writing Strategies
 - 1.1 Group related ideas and maintain a consistent focus
 - 1.2 Create readable documents with legible handwriting
- 2.0 Writing Application (Genres and Their Characteristics)
 - 2.2 Write a friendly letter complete with the date, salutation, body, closing, and signature.

Writing Situation

Write a letter to a good friend or family member telling them about a recent event in your life. We can let them know what we are doing in school, anything special that is happening in our lives, and that we miss them. We also have some questions we want to ask them. Be sure that your questions are related to what you want to tell your reader. For example: “Do you like your school?”, “Have you met any new friends?”, “What is your home like?”, “Who is your best friend?”, or “Can you come and play sometime?” (Allow an opportunity for class discussion.)

Directions for Writing

Write a letter to your good friend or family member telling them about a recent event in your life. As you plan your letter, think about what you want to share with your friend, including details to help the reader picture what you are telling about. Be sure to include some questions you want answered in your letter. Don’t forget, your letter must follow a special format. You need to include the five parts of a letter: the date, greeting, body, closing, and your signature.

Writing and Convention Standards

For this task, students will write a friendly letter that will:

- a. have a central focus.
- b. have enough detail to be interesting.
- c. be written in friendly letter form.
- d. use a comma in a friendly letter after the greeting or salutation.
- e. use capitalization in the greeting, the closing, with proper nouns, and at the beginning of sentences.
- f. use legible handwriting.

Resources:

Reading/Language Arts Framework for California Public Schools, pp. 78-79

Write Away: Handbook, pp. 72-75

Write Away Program Guide: The Forms of Writing, pp. 13-16;

Write Away: Reading-Writing Connection, pp. 4

Write Away: Lesson Plans and Assessments, pp. 34-37

Write Away: Teacher’s Guide, p. 47

Houghton Mifflin: Theme 3 TE, pp. 264-265G