

## Write a Letter To Your Teacher

Your teacher wrote you a letter this week. Can you and an adult read the letter together and then write your own letter back?

1. Read your teacher's letter.
2. Plan your own letter. Think about how you want to greet your teacher, what you have been doing, what online learning you have done, what questions you want to ask.
3. Look at the letter writing scaffold to remind you of the structure of a letter
4. Write your letter to your teacher. You can use the sheets provided, or use your own book or paper. It's up to you!
5. You might like to email a photo of your letter to [admin@benjonson.towerhamlets.sch.uk](mailto:admin@benjonson.towerhamlets.sch.uk) or keep it to give to your teacher when we return to school.

## Planning Page

Greeting Ideas:

What have I been doing:

Online learning and reading:

Questions to ask:

# WRITING A LETTER TO FAMILY AND FRIENDS

## 1. Heading

Your name and address.

Jenna Masters  
14 Short Street  
NEWLAND NSW 2000

## 2. Date

The date you wrote your letter on.

5 October 2014

## 3. Greeting

Your hello.

Dear Kendall,

How are you and your family? Did you enjoy your holiday at the beach?

We spent the holidays at Nan and Pop's, helping them on the farm. We got to work with so many of the animals. I especially like feeding the calves and riding the horses. Jessica enjoyed feeding the chickens and collecting the eggs every morning.

## 4. Content

What you want to say and the reason why you are writing.

Are you ready to go back to school? Mum bought me new books, pencils and a pink pencil case. I can't wait to see my school friends again.

I hope you have a good time back at school and I can't wait to hear all about it. Please write to me soon.

## 5. Closing

The way you want to end your letter.

Love from,



Jenna

## 6. Signature

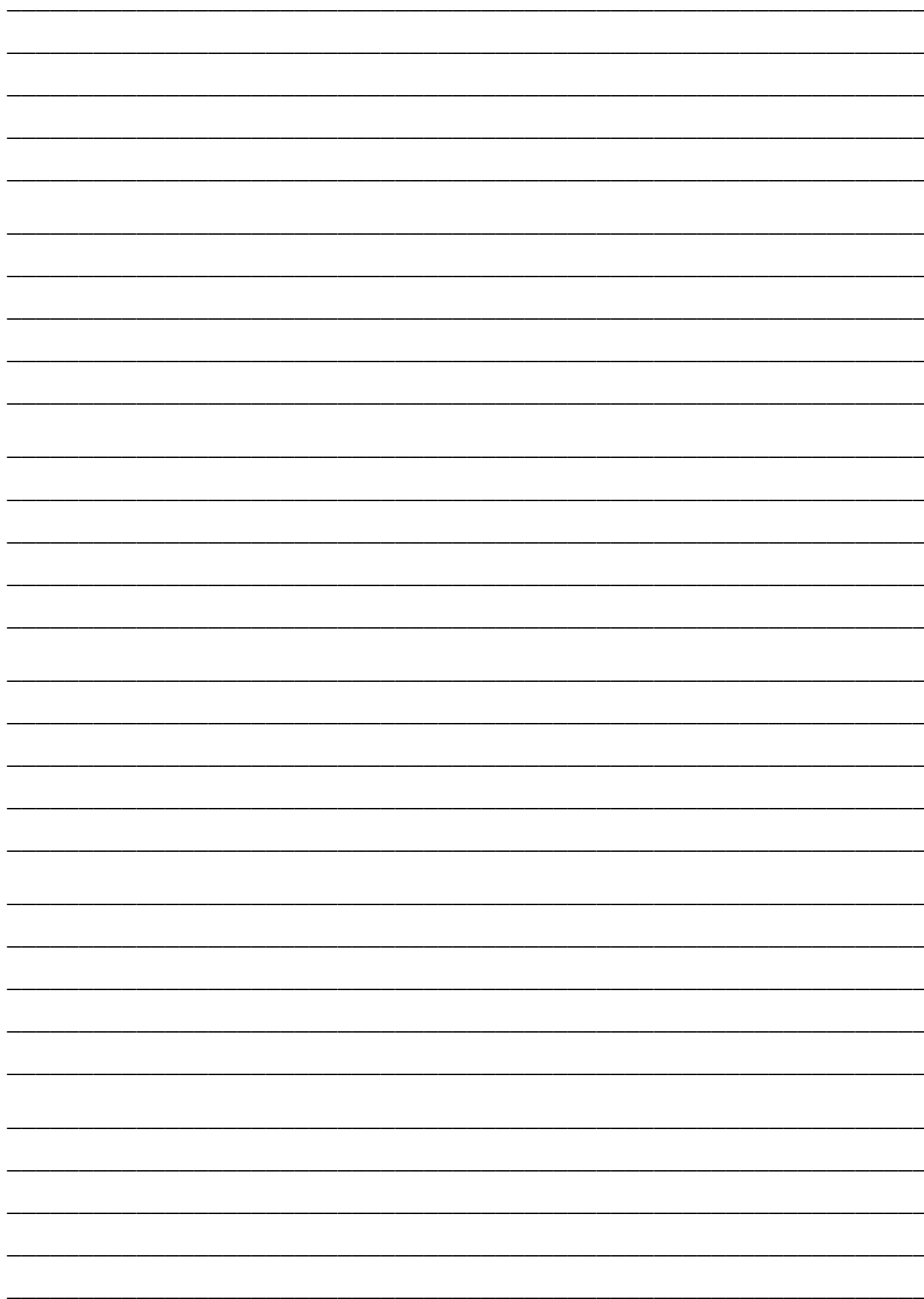
Sign your name.

## 7. PS (Postscript)

Found at the end of a letter. You can put anything you forgot to say here.

P.S. I can't wait for you and your family to visit us next holidays!





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Dear \_\_\_\_\_

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From \_\_\_\_\_