

Write a Letter

Guidance

Writing a letter is a great way to keep in touch with family members or friends. We have included some simple instructions for this task which you may find useful if children are completing the activity independently (it's also a good chance to introduce or recap instruction texts!)

You will need:

- Lined paper
- A pen or pencil
- An envelope and a stamp if you are sending the letter in the post

You could include:

- A photograph of yourself
- A drawing or painting that you have completed recently

Instructions

1. Decide who you are sending the letter to. You will need to write their name at the start of your letter.
2. Write your letter. You could tell them what you have been doing or how you have been feeling.
3. Sign your letter with your name so that the recipient knows who it is from.
4. Write the name and address of the person you are writing to on the envelope. If you are sending the letter in the post, you will need to add a stamp in the top right corner.

Top Tips

- You could make a list of what you would like to include in your letter before you start writing. This will ensure that you don't miss anything out!
- Remember to get some help from an adult if you are sending the letter in the post.



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