

Writing About Friendship & Valentine's Day

By Nancy Alvarez



Writing a Friendly Letter

Use these resources to supplement your friendly letter instruction.

Suggested use:

Use the 5 Parts of a Friendly Letter poster to introduce the five basic parts of a friendly letter. Hang the poster in your classroom as a visual reference for students.

After teaching the five parts of a friendly letter use the reproducible practice pages to assess students understanding.

Blank friendly letter templates are included with the first line purposely not indented to allow students the opportunity to practice indenting.

Have students use the friendly letter checklist to review their work before turning it in.

A list of greeting and closings can be used as class posters or as student references. These list will aid your students in adding variety to their friendly letters.

Friendly Letter Checklist

☐ My letter has a date.

☐ There is a comma in the date.

☐ My letter has a greeting.

☐ There is a comma after the greeting.

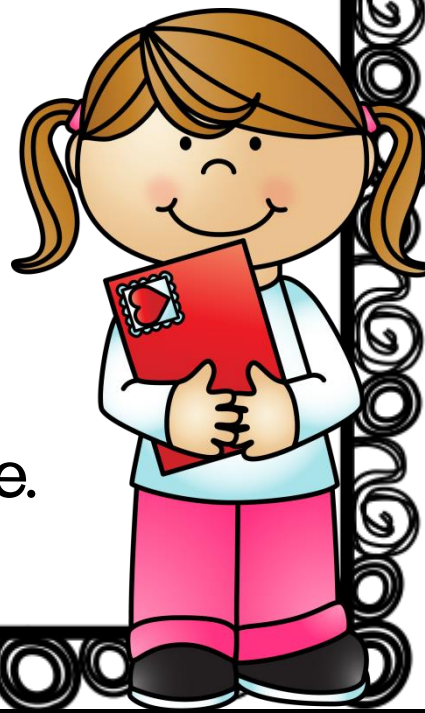
☐ The first line of the body is indented.

☐ I have a closing.

☐ The closing has a comma.

☐ I wrote my signature.

☐ My letter has a friendly tone.



5 Parts of a Friendly Letter

heading

greeting

body

closing

signature



Greetings

Dear

Darling

Dear Mr.

Precious

Dear Mrs.

My Dearest

Dear Mr. and Mrs.

Dearly Beloved

Dear Miss

Greetings

Dearest

Beloved

Hello

Dear Sir

Dear Madam

Howdy

Hello Friend

My Dear Friend

My Dear

To Whom It May Concern

My Dearly Beloved



Closings



Warm wishes

Regards

Best regards

Sincerely

Wish you the best

Your friend

Miss you

Best wishes

With best wishes

With love

Warmest regards

Many thanks

Lots of love

Feel better

Best of luck

With great respect

Kindest regards

Many thanks

Take care

Take it easy

Until next time

Write soon

Love

Your pal

Yours truly

See you soon

All my love

Hugs and kisses

Have fun

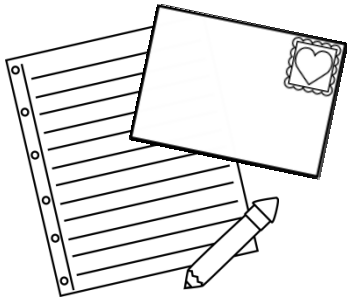
Keep smiling

Yours always

Kind thoughts



Name: _____



Use the words in the word bank to label the parts of a friendly letter.

closing greeting body signature heading

Write the three parts of a friendly letter where you use a comma.

Name: _____

Parts of a Friendly Letter

Write the name of each part of the friendly letter on the lines.



A large rectangular box with a decorative border of small triangles. Inside the box are several horizontal lines for writing. Five numbered circles are placed around the box to indicate parts of a letter:

- 1. Top right corner
- 2. Top left corner
- 3. Middle left side
- 4. Bottom left side
- 5. Bottom right corner

A large, bold, diagonal watermark reading "PREVIEW" is overlaid across the center of the box.

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- 3. _____
- 4. _____
- 5. _____

What parts of a friendly letter always have a comma?

Name: _____



Parts of a Friendly Letter

Circle and write the correct answer.

1. The date or _____ tells the reader the day the letter was written.

greeting

heading

closing

2. "See you later" is an example of a _____.

test

closing

body

3. The main text of your letter is called the _____.

greeting

body

signature

4. The _____ tells the reader who wrote the letter.

signature

heading

body

5. The words, "Dear Mr. Smith" is an example of a _____.

heading

greeting

closing

6. A friendly letter has a comma in the _____, _____, and _____.

heading

greeting

closing

body

signature

Friendship Quotes

These friendship quotes can be used in many ways. Use them to introduce the theme or to initiate discussion.

Suggested uses:

1. Read a quote aloud. Have students show a thumbs up or a thumbs down to indicate if they agree or disagree with the quote. Have students share their opinion or view with the class or in a small group.
 2. Have students choose their favorite quote. Have students to write why they chose that quote, what they did and what made their friend write.
- Read a quote. Discuss why you like the person may have said it.

"My best friend is the one who brings
out the best in me."
- Henry Ford

"A friend is someone who knows all about you
and still loves you"
- Elbert Hubbard

"My best friend is the one who brings
out the best in me."
- Henry Ford

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"A friend is someone who knows all about you
and still loves you."
- Robert Hubbard

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"Friends are the family you choose."
- Jess C. Scott

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Qualities of a Good Friend

The next pages in this unit can be used to teach students about friendship and important qualities of a good friend.

Suggested use:

Make multiple copies of the boy and girl page with the title Qualities of a Good Friend. In a small group or independently, have students label the picture with words that describe a good friend such as: honest, funny, kind, trustworthy, etc.

Use the graphic organizers to help students organize their ideas and thoughts. These organizers will help students respond to writing prompts about friendship later in the unit.

The T chart for what a good/bad friend looks like and sounds like can be used to lead a whole group discussion and lesson about being a good friend. Guide students carefully through this lesson. Be sure they do not use anyone's name in the class to avoid hurt feelings. They may use examples of characters they have read about in a story, characters from a movie, cartoon, etc.

Qualities of a Good Friend



Qualities of a Good Friend

Make a list of the qualities that are important to you in a good friend.

PREVIEW

Circle the three qualities that are most important to you.



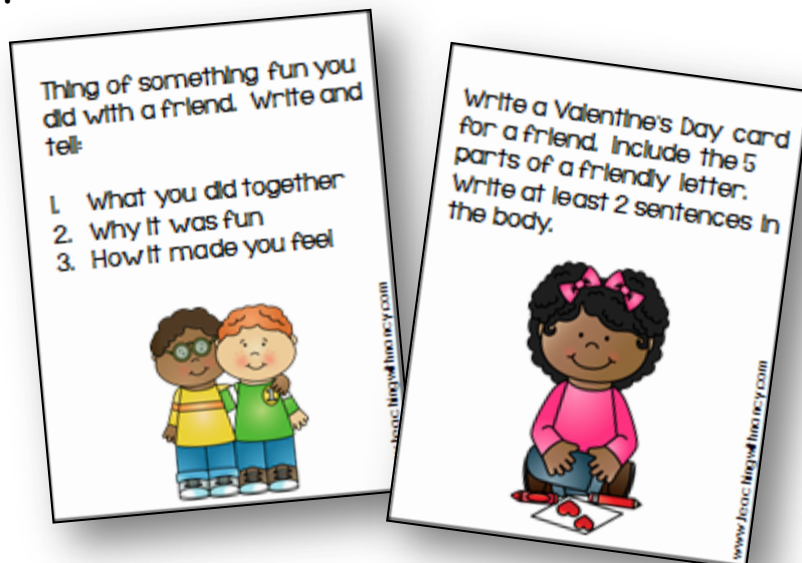
Writing About Friends

Print the writing prompts in color. Laminate for durability and cut cards apart.

How to use:

Use the prompts as an independent writing station. Allow students to choose a prompt to respond to. Provide students with the friendly letter templates and other supporting materials so they may reference them when writing.

Note: Prompts are varied to provide a variety of purposes for writing. Some prompts are related to Valentine's Day and other are just about friendship. Choose the prompts that are appropriate for the theme and skill you are working on.



Think of something fun you did with a friend. Write and tell:

1. What you did together
2. Why it was fun
3. How it made you feel



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You are having a party. Write an invitation that includes:

1. What you are celebrating
2. Date
3. Time
4. Location
5. What to bring



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Has a friend ever helped you with something you didn't know how to do? Write a thank you note to a friend for a gift they gave you. Tell them what you liked about the gift and how you will use it.



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Have you ever had a friend help you with something? Write a thank you note to a friend thanking them for helping you. Tell them what a difference it made for you.



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Write a Valentine's Day card to someone in your family. Include all 5 parts of a friendly letter. Write at least 2 sentences in the body.



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Write a Valentine's Day card for a friend. Include the 5 parts of a friendly letter. Write at least 2 sentences in the body.



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Lily's father gave her some roses for Valentine's Day. Pretend you are Lily and write a thank you letter to her father.



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Write a thank you card to someone in your class who gave you a Valentine's Day card. Include the 5 parts of a friendly letter. Write at least 2 sentences in the body.



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