



Writing letters postcards and invitations



Why do we write letters?

A letter is always set out in a particular way.

We write letters when we want to send a message to someone. A letter can **tell** you something or **ask** you something.

How do we write letters?

First write your address at the top right-hand side of the page.

Next write the date.

Then underneath that, on the left-hand side, write Dear (Someone).

Next write your message starting on a new line.

Then underneath that write With Best Wishes or Love From or Yours Sincerely.

Finally sign your name.

Look I'll show you how!



First write your address here.

Can you remember what to do?

My School
Somewhere Road
Somewhere Town
7/8/08

Next write the date here.

Then write 'Dear' and the name of the person you are writing to.

After that start your message here on a new line.

Then finish off here.

Last of all remember to sign your name at the end.

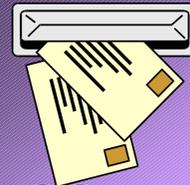
Dear gran and grandad,
At school we are learning about the weather. Please will you write to me and tell me how the weather affects you? I like it best when it is sunny and I can play out. I don't like the rain because I get wet.
Lots of love from
Lucy

There are some things you have to remember when writing letters.

If I don't use my best handwriting my letter might be very hard to read.

We'd better put our names at the end or no one will know who sent it!

If I don't put my address at the top no one will know where to send a reply.



Now that my letter is written I need to post it. What do I do with the envelope?

Remember to stick a stamp here.

Write the name of who the letter is going to.

Write each part of the address on a new line..

Mr and Mrs Gran
6 The Old Street
Old Town
Staffordshire
ST13 6SK



Not all letters are the same.

Some are very friendly. Who do you think you might write a friendly to?

Some letters are much more formal. Grown ups write lots of formal letters. Who do you think they would write a formal letter to?

I'd write a friendly letter to my friends or my family.



I think they would write a formal letter to someone they didn't know. They might want to ask a question, book a holiday or complain about something.



You could write a letter to Katie Morag explaining about where you live and what you like to do.

You could tell me about how it is different where you live.

Perhaps you might even like to swap homes with me for a little while!

You could tell me about your school and your friends.

You could tell me about what you like to do.



Or you could tell me if you have a little brother or sister like mine.

In Katie Morag and the Two Grandmothers, Katie Morag and Grannie Island use Granma Mainland's rollers and hairnet to ensure that the Lady Artist's goat, Alecina, looks her very best for the Isle of Struay Show. At the show, Alecina might look beautiful but the Lady Artist doesn't have very much control over her!

You could write a **formal letter** to the Lady artist complaining about her badly behaved goat.



In Katie Morag and the Big Boy Cousins the islanders are dismayed when the badly behaved Big Boy Cousins come to stay. Katie Morag thinks they are wonderful. She joins in with them as they cause havoc in the village and enjoys disobeying Grannie Island. When Grannie Island gets angry, Katie Morag realizes that Grannie is sad inside.

You could pretend to be Katie Morag and write letter to Grannie Island to say sorry.



What do you think Katie Morag might have written in her letter?

What is a postcard?

A postcard is like a letter but it's a little bit different because you don't have to write in proper sentences. Phrases will do.

People who are on holiday often send postcards to their family or friends at home.

Who might send a postcard?

but what are phrases?



When you write a postcard you have to choose the best words to say exactly what you want rather than using longer sentences.

Phrases are often used. Click to see some phrases you might use on a postcard

Having a lovely time.

It's very warm and sunny.

Went swimming in the sea. It was cold!

Saw the monkeys at the zoo. They were funny!

The beach is lovely. We've been making sandcastles every day.

Wish you were here.

See you soon.

REMEMBER
Keep it neat and Keep it brief.

Writing postcards.

Postcards have a place for your message.



Postcards have a picture on the front.

Dear Gran and Grandpa

Arrived yesterday. Weather brilliant! Lots of sunshine. Went on the beach today and swam in the sea. It was cold!

See you soon
Love Lucy



Mr and Mrs Gran
6 The Old Street
Old Town
Staffordshire
ST13 6SK

And a place for the name and address of the person you are sending it to.

If you were having a holiday on Katie Morag's Isle of Struay, you might like to send a postcard like this one!

Invitations are for special events.

They can be made into a card or can be just a sheet of paper. Here are some examples of cards.



Gill and Alan
invite you to the Christening of
Lyle Alan

On 30 January 2005 at 12.15pm
Holy Trinity Church, Blair Atholl
and afterwards at home
4 House Road, Blair Atholl PH14 6JK
RSVP 07963 438776

Christening invitation cards



Birthday party invitation cards



New Year Party invitation

Let's Celebrate

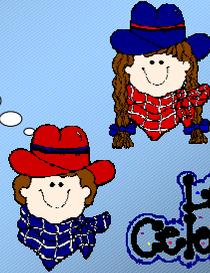
invitation to a barbecue party

Invitations are for special events.

You might send an invitation to invite someone to a birthday party, a wedding, a christening or another special event.

How do you write invitations?

What sort of information needs to go on an invitation?



Let's Celebrate

What special event is this card for?

This card has lines to write on.

Let's Celebrate

At the beginning of the first line it says 'FOR' What would you write on this line?

The second line says 'DATE' What would you write on this line?

The third line says 'TIME' What would you write on this line?

The fourth line says 'PLACE' What would you write on this line?



What would you write where it says 'RSVP'?

IDEA make an invitation to Neilly Beag's birthday celidh

When you write an invitation you have to remember.....

Who is the party for?

What is the party for?

Where will the party be?

What date will it be?

What time will it be?

Add a message?

Who will you reply to?

Lucy and Sam
are having their
1st Birthday Party
at their house
on 2nd August
from 2.30 to 4.30
we hope you can come

R.S.V.P. Susan on 020 8987 5578

Here is an invitation that Grannie Mainland and Neilly Beag might have sent out!

Who is the party for?

What is the party for?

Where will the party be?

What date will it be?

What time will it be?

Who will you reply to?

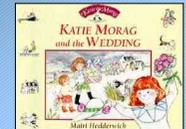
Grace and Neilly
invite you to a party to celebrate
their engagement
at the Bistro
on 3rd April
At 8.0 pm

R.S.V.P. Mr and Mrs McColl

Can you make an invitation to invite someone to Grannie Mainland and Neilly Beag's wedding?

Who will the invitation be for?

If you need a bit of help click here



Here is a wedding invitation. 
Can you guess who is getting married?



Cinderella
and
His Royal Highness the Prince
would be delighted if

could join us in celebrating our marriage at
the Royal Chapel
on Saturday 9th July
At 1.30pm

The service will be followed by
a reception at the Royal Palace.



R.S.V.P. to the royal palace staff

[LINK](#)

Here is an invitation reply that could be
used to reply to an invitation.

Thank you

Thank you for your kind invitation

I _____

Will/will not _____

At _____

On _____

Signed _____

Write your name

Cross out one and
say what it was you
will or **won't** be able
to go to.

Say where

Say when



sign

Learning Objectives Letters:
To know how to set out a letter - address, date, opening, greeting,
message, closing, greeting.
To know how to address an envelope.

To understand the format for writing a postcard.
To precis information for maximum content with minimum text

To learn what details are needed on an invitation
To understand that there are different ways to write the date in text
To understand what R.S.V.P. means on a letter or invitation and that it is
a convention of invitations.

[Write your name](#)

[Send an e-card with CBeebies](#)

[Examples of letters and postcards at Literacy Matters](#)

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