

## Advanced English Lesson 1: Writing a Friendly Letter

### Example Letter:

February 2, 2017

Dear Jessica,

Thanks for your letter. How are you? I haven't seen you in a long time! Things in Comoros are great. Did you know that I have a new class of advanced English students? They are doing very well. We're learning about letter writing. They're great students! I also have a new cat at my house. He is very young and small and I don't know what to name him yet. Do you have any ideas? Please let me know what you think.

How is everything in America? I'm happy to hear that you have a new job. Do you like it? What is it like living in Washington, DC? I miss you and I hope to see you soon. Maybe when I come to America I can come and visit you! I have to get going, but please write soon.

Love,

Alana

**Commented [AC1]:** This is the Heading of the letter. Write the date. Sometimes you also write the address.

**Commented [AC2]:** This is the Salutation or the Greeting. Some good greetings are: Dear, Hello, or just write the person's name (very friendly)

**Commented [AC3]:** This is the body of the letter. Here you write the information in paragraphs.

**Commented [AC4]:** This is the closing of the letter. Write an ending like Sincerely, best wishes, Love (very friendly!) and sign your name

**Some phrases for a letter:** Here are some common phrases used in a letter. Match the phrase with the purpose. Some of these phrases are in the example letter.

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|-----------------------------------|---|
| 1. That reminds me,...            | to finish the letter                    |
| 2. Why don't we (go)...           | to apologize                            |
| 3. I have to get going...         | to respond to something the person said |
| 4. Thanks for your letter...      | to begin the letter                     |
| 5. Please let me know...          | to change the subject                   |
| 6. I'm really sorry...            | to ask a favor                          |
| 7. Love,                          | before signing the letter               |
| 8. Could you do something for me? | to suggest or invite                    |
| 9. Write soon...                  | to ask for a reply                      |
| 10. Did you know that..           | to ask for a response                   |
| 11. I'm happy to hear that...     | to share some information               |

**Activity:** Practice writing sentences with these phrases. When you are finished, write a letter to a pen pal introducing yourself!