

## IDENTIFY YOURSELF

*You need to know the names of the 5 parts of a friendly letter. Here they are:*

Heading

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Greeting (or Salutation)

\_\_\_\_\_

Body

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Closing

\_\_\_\_\_

Signature

\_\_\_\_\_

*For a heading, write:*

- |                                    |          |
|------------------------------------|----------|
| 1. Your house number and street    | 1. _____ |
| 2. Your city, state, and post code | 2. _____ |
| 3. Today's date                    | 3. _____ |

*Sometimes the address is omitted in a friendly letter, but the date should always be given. How well did you do? Give yourself a point for each of these items you did correctly:*

- \_\_\_\_\_ 1. You wrote out or abbreviated correctly the words Street, Avenue, Place, Drive, etc.
- \_\_\_\_\_ 2. You wrote out or abbreviated correctly the name of the state.
- \_\_\_\_\_ 3. You wrote out the name of the month.
- \_\_\_\_\_ 4. You put a comma between the city and the state.
- \_\_\_\_\_ 5. You put a comma between the month and the year.
- \_\_\_\_\_ 6. You capitalized the street name and the word Street, Avenue, etc.
- \_\_\_\_\_ 7. You capitalized the names of your city and state.
- \_\_\_\_\_ 8. You capitalized the name of the month.
- \_\_\_\_\_ 9. You included your post code number, and did *not* use a comma between it and the name of the state.
- \_\_\_\_\_ TOTAL

(9 = super; 7 or 8 = excellent; 5 or 6 = good; 4 or less = you'll get there)

## A BARE BEGINNING

*This is a typical friendly letter. Name the 5 parts. (Write in pencil.)*

15 Brown St.  
Colac, Victoria 3250  
22<sup>nd</sup> December, 1981. } 1. \_\_\_\_\_

Dear Myra, } \_\_\_\_\_ 2. \_\_\_\_\_

When I received your letter  
I was surprised to learn that you've  
decided to postpone your holiday. I  
was certain that this time we'd  
see you on New Year's Day.  
However, I'm delighted that you'll  
definitely arrive on 18<sup>th</sup> of March.  
My family and I are looking  
forward to having you visit us. } 3. \_\_\_\_\_

Yours Sincerely } 4. \_\_\_\_\_  
Clarette. } 5. \_\_\_\_\_



**Did you know the 5 parts of a friendly letter?  
Turn the page upside down to check yourself.**

**1. Heading, 2. Greeting (or Salutation), 3. Body, 4. Closing, 5. Signature. If you missed any, it's okay. You wrote in pencil, remember? Erase and label the 5 parts correctly.**

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