



Friendly Letters and Business Letters



Friendly Letters

Friendly letters are usually written between friends or family members to stay in touch when they are far apart. A friendly letter usually includes personal information and descriptions of day-to-day life. Since the audience of a friendly letter is a friend or family member, it is okay to use less formal language and to write the same way you usually speak.

Parts of a Friendly Letter

Salutation (usually *Dear*) with the first name and a comma.

Dear Zoe,

Sophie Trillam
6768 - 90 Street
Sprucewood, Alberta
T7Y 5R4

Your address goes here.

Today's date goes here.

March 15, 2005

The body is divided into paragraphs by topic.

How are you? I'm fine. It was great to hear from you last week. It sounds like your part in the school play will be a real challenge. I hope you enjoy yourself.

Paragraphs are separated with a blank line (or the first line is indented).

Life here is pretty good. My soccer team just won our first tournament—yippee! I'm so glad I joined the team.

Everyone here is happy and healthy. We think about you lots and lots! See you soon.

Sincerely,
Sophie

The closing (e.g., *sincerely, love*) and your name or signature.

Friendly Letter Draft Sample 2 Pparagraph

Jennifer Overend Prior



Friendly Letter Draft Sample 2 Pparagraph:

Letter Writing, Grades 1-2 (Meeting Writing Standards Series) Jennifer Overend Prior,2000-10 Contains lessons that guide children through the writing of numerous types of letters friendly and business letters request letters letters of concern invitations thank you notes greeting cards e mail messages and postcards **30 Graphic Organizers for Writing, Grades K-3** Christi E. Parker,2006-06-01 Provides fresh new graphic organizers to help students read write and comprehend content area materials Helps students organize and retain information **Success in Reading and Writing** Jean F. Bernholz,Patricia Horne Sumner,1992 Educational resource for teachers parents and kids *Writing Paragraphs Grade 3* . Kelly,2002-03 Both teachers and parents appreciate how effectively this series helps students master skills in mathematics penmanship reading writing and grammar Each book provides activities that are great for independent work in class homework assignments or extra practice to get ahead Text practice pages are included Computer Activities Through the Year Susan L. Gimotty,1999 Contains over fifty activities designed to help students in grades four through eight develop technology skills in the areas of word processing spreadsheet Internet presentation and graphic design **Theoretical and Practical Aspect of Scientific Study of COMMUNICATION COMPETENCE** Prof. Ram Lakhan Meena,2022-01-22 Communicative competence is a term in linguistics that refers to a language user's grammatical knowledge of syntax morphology phonology and the like as well as social knowledge about how and when to use utterances appropriately The debate has occurred regarding linguistic competence and communicative competence in the second and foreign language teaching literature and scholars have found communicative competence as a superior model of language The notion of communicative competence is one of the theories that underlie the communicative approach to foreign language teaching Communicative competence in terms of three components grammatical competence words and rules sociolinguistic competence appropriateness strategic competence appropriate use of communication strategies The scientific study of Communicative competence is developing in a new dimension of language learning Language teaching in various parts of the global world is based on the idea that the goal of language acquisition is communicative competence the ability to use the language correctly and appropriately to accomplish communication goals The desired outcome of the language learning process is the ability to communicate competently not the ability to use the language exactly as a native speaker does but also communicative competence is made up of four competence areas linguistic sociolinguistic discourse and strategic In the early stages of language learning instructors and students may want to keep in mind the goal of communicative efficiency That learners should be able to make themselves understood using their current proficiency to the fullest They should try to avoid confusion in the message due to faulty pronunciation grammar or vocabulary avoid offending communication partners due to socially inappropriate style and use strategies for recognizing and managing communication breakdowns Communication skill is the ability to use our physical and mental faculties and previously learned conceptual frameworks

about communication to move toward the accomplishment of a given objective or goal Communication skills fall into two categories initiating and consuming Initiating communication skills include asking and answering questions adapting language and speaking in public to name a few Consuming **Expository Writing, Grades 3-5 (Meeting Writing Standards Series)** Robert Summers,2000-04 Activities in this book include drills lessons clarification techniques and research strategies each with a computer connection component Greenwood's Business Letter Phrases and Paragraphs William John Greenwood,1927 English Your Language Josephine B. Wolfe,Doris E. Dorsey,1963 *English Handbook and Study Guide* Beryl Lutrin,Marcelle Pincus,2002-04-01 A Teachers Handbook Students Textbook A Home Reference Book

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