

Essential Understandings	<ul style="list-style-type: none">▪ Friendly letters (notes, cards, invitations) are a form of written communication that are related to a specific purpose.
Essential Questions	<ul style="list-style-type: none">▪ How are invitations, cards and friendly letters structured?▪ What is included in an invitation?▪ What are the parts of a friendly letter?▪ Why do writers write notes?▪ What should writers consider when sending email?▪ How do writers properly address an envelope?
Essential Knowledge	<ul style="list-style-type: none">▪ Writers learn to write effective friendly letters, invitations and cards by studying examples.▪ Invitations include specific information about the time, place, and other important details of the event.▪ A friendly letter has several parts: date, salutation, body, closing, signature, and sometimes P.S.▪ Understand that while email is a quick form of communication, it is a written document and care should be taken in tone and quality.▪ Notes are used to send short greetings, extend a thank you, or share relevant information.
Vocabulary	<ul style="list-style-type: none">▪ <u>Terms</u>:<ul style="list-style-type: none">○ invitation body salutation closing signature heading address
Essential Skills	<ul style="list-style-type: none">▪ Choose a form of writing relevant to the purpose.▪ Include relevant information in the communication.▪ Write a friendly letter that includes all the parts.▪ Compare email messages and assess the impact of tone.▪ Address an envelope properly.▪ Demonstrate grade level expectations for grammar and usage, mechanics, legibility, and text layout.

<p>Related Maine Learning Results</p>	<p><u>English Language Arts</u> B. Writing B1.Interconnencted Elements Students use the writing process with an emphasis on the development of a central idea, for a variety of audiences, and purposes. a. Select a purpose for writing. b. Pre-write using graphic organizers of other structures to organize their ideas. c. Establish an organizing structure and maintain a consistent focus. d. Include an introduction and conclusion. e. Write coherent paragraphs that have supporting sentences and a concluding sentence. f. Revise original drafts to improve coherence, provide better descriptive details, and to convey voice. g. Edit for correct grammar, usage and mechanics. h. Create legible final drafts. B5.Practical Applications Students write letters, other requests for information or directions for completing a process. a. Write a letter including a date, salutation, body, closing, signature and, when appropriate, an inside address. b. Write multiple-step directions for completing a task. D. Language D1.Grammar and Usage Students use parts of speech and vary sentence structure to communicate. a. Use forms of nouns, verbs, adjectives, adverbs, prepositions, conjunctions, pronouns, and interjections correctly. b. Use simple, compound, and complex sentences. D2.Mechanics Students apply the rules of capitalization, punctuation, and spelling to communicate. a. Use end marks correctly. b. Capitalize correctly. c. Spell high-frequency grade-level words.</p>
<p>Sample Lessons And Activities</p>	<ul style="list-style-type: none"> ▪ Teach the purpose of writing a friendly letter. ▪ Teach the parts of a friendly letter. ▪ Have students edit letters for accuracy. ▪ Read aloud a variety of books containing letter writing: <u>Postcards from Pluto</u> by Loreen Leedy <u>Postcards from Mars</u> by Jim Bell <u>Letters from Camp</u> by Kate Klise

Sample Classroom Assessment Methods	<ul style="list-style-type: none">▪ Write a letter on paper and using digital tools▪ Teacher generated checklist
Sample Resources	<ul style="list-style-type: none">▪ <u>Publications:</u><ul style="list-style-type: none">○ <u>A Quick Guide to Reaching Struggling Writers</u> – M. Colleen Cruz○ <u>A Quick Guide to Making Your Teaching Stick</u> – Shanna Schwartz○ <u>Quick Guide to Boosting English Acquisition in Choice Time</u> – Porcelli & Tyler○ <u>Big Lessons for Small Writers</u> - Lucy Calkins○ <u>Units of Study for Primary Writers: A Yearlong Curriculum</u> - Lucy Calkins○ <u>Launch a Primary Writing Workshop</u> - Lucy Calkins○ <u>Strategies that Work</u> – Stephanie Harvey