

English Language Arts

Unit 2: Friendly Letter

Essential Understandings	<ul style="list-style-type: none"> Friendly letters (notes, cards, invitations, and letters) are forms of written communication that are related to a purpose.
Essential Questions	<ul style="list-style-type: none"> How are effective friendly letters (notes, invitations, cards, letters) written? What specific information needs to be included? What are the parts of a friendly letter? What is the proper way to address an envelope?
Essential Knowledge	<ul style="list-style-type: none"> Writers learn to write effective friendly letters (notes, invitations, cards, and letters) by studying examples. Writers understand that specific information (e.g. time, date, place) need to be included in some forms of written communication. Writers understand that a friendly letter has parts; date, salutation, body, closing, signature and sometimes P.S. Envelopes are addressed with name and address of the recipient, return address of the sender and a stamp.
Vocabulary	<ul style="list-style-type: none"> <u>Terms:</u> <ul style="list-style-type: none"> thank you note, invitation, friendly letter, salutation, signature, cards, body, closing
Essential Skills	<ul style="list-style-type: none"> Select a type of written communication for the purpose in mind. Include important and/or relevant information in the communication. Write a friendly letter that includes all the parts. Address an envelope properly. Demonstrate grade level expectations for grammar and usage, mechanics, legibility, and text layout.

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<p style="text-align: center;">Related Maine Learning Results</p>	<p><u>English Language Arts</u></p> <p>B. Writing</p> <p>B1.Interconnencted Elements Students use a writing process to communicate ideas.</p> <ol style="list-style-type: none"> a. Select a focus for writing and develop an idea, including a beginning, middle, and end. d. Create legible final drafts. <p>B5.Practical Application Students convey simple needs in writing.</p> <ol style="list-style-type: none"> a. Write a personal letter. b. Complete simple informational forms. c. Write one-step and two-step directions for completing a simple task. <p>D. Language</p> <p>D1.Grammar and Usage Students demonstrate an understanding of parts of speech and simple sentence structures to communicate.</p> <ol style="list-style-type: none"> a. Identify and use nouns and verbs correctly. b. Use simple sentences. <p>D2.Mechanics Students apply the rules of capitalization, punctuation, and spelling to communicate.</p> <ol style="list-style-type: none"> a. Capitalize proper nouns and words at the beginning of sentences. b. Use periods, question marks, and exclamation points. c. Spell high frequency grade-level words. d. Use phonics patterns to aid in spelling.
<p style="text-align: center;">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
<p style="text-align: center;">Sample Classroom Assessment Methods</p>	<ul style="list-style-type: none"> ▪ Write a letter on paper and using digital tools ▪ Teacher generated checklist

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Sample Resources	<ul style="list-style-type: none">▪ <u>Publications:</u><ul style="list-style-type: none">○ <u>The Continuum of Literacy Learning</u> – Gay Su Pinnell and Irene Fountas○ <u>Scaffolding Young Writers</u> – Linda Dorn/Carla Soffos○ <u>Units of Study For Primary Writing: A Year Long Curriculum</u> – Lucy Calkins○ <u>About the Authors</u> – Katie Wood Ray/Lisa Cleaveland○ <u>In Words and Pictures</u> – Katie Wood Ray○ <u>Big Lessons from Small Writers</u> – Lucy Calkins
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