

# Writing Workbook

# Letters

Genre: \_\_\_\_\_



## Example of letters



Dear friend,

Did you know that all my elves have been talking about you? They are all very impressed that you have your accomplishments this year. That makes me very proud of you too!

The elves and I have been busy getting my sleigh ready for the big trip. The reindeer are training each day, so they'll be ready for the big Christmas Eve journey!

So, you can see we're keeping busy, but we're looking forward to visiting you. I understand that you have asked for a new gift from Santa this year. Your wish list says you want something special! The elves and I are searching the Workshop to see if we might be able to find it for you!

Please be in bed early on Christmas Eve and don't forget to hang your stocking out with care!



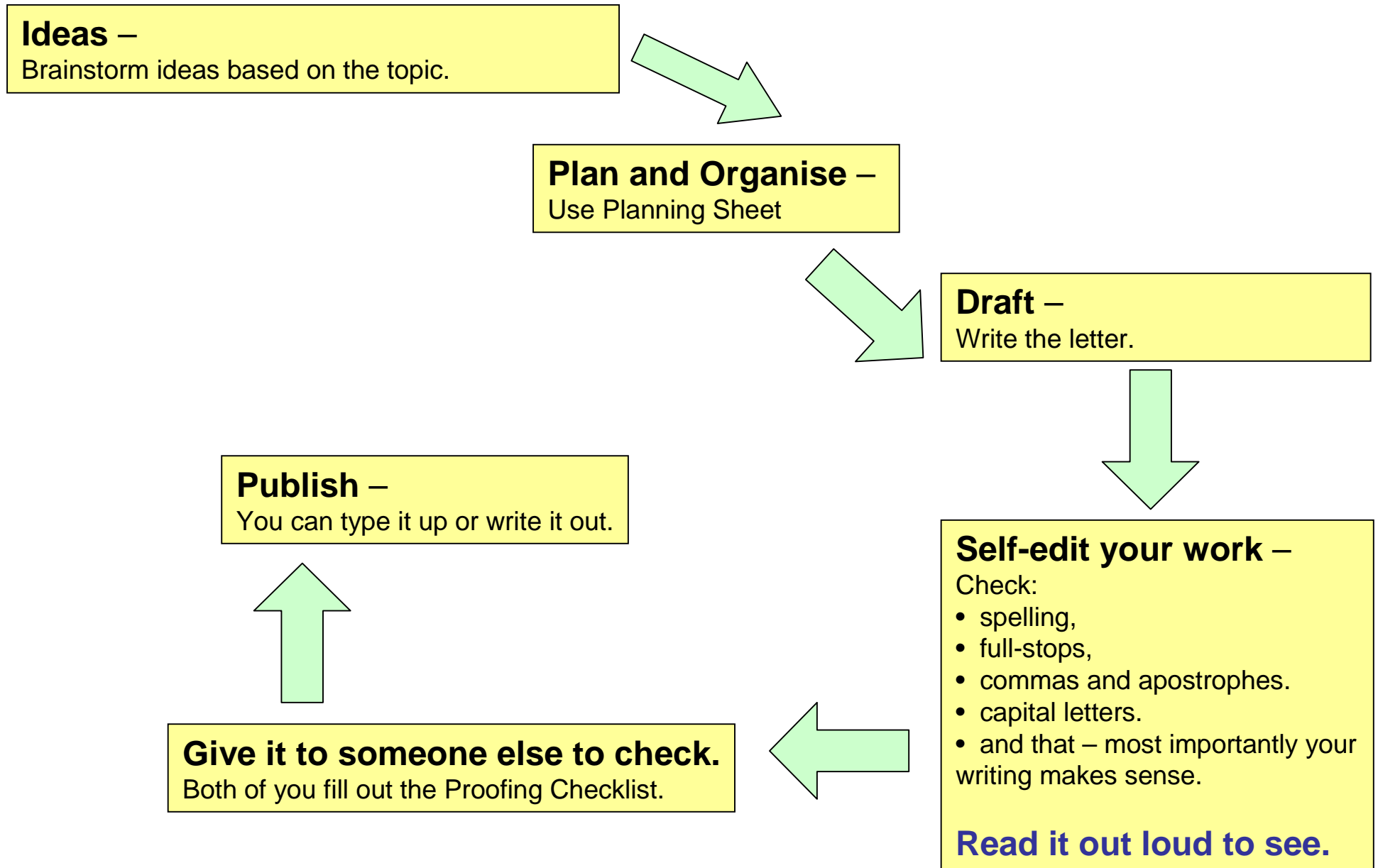
Merry Christmas and Warmest Wishes!

Santa Claus



Brainstorm – List what makes a good letter?

## The Writing Cycle












Editing checklist	Me	Other	Comments
Does my writing make sense?			
Are the ideas in time order?			
Is it edited by the writer?			
Is it edited by someone else?			

**Does the writing have the main features of a Letter?**

Is there an address?			

Student Reflection: How happy are you with your letter? Circle or colour the appropriate faces.










 5