

Name: _____

Date: _____

Teacher: _____

Grade: _____



Writing:

Writing an informal letter

Look at the organization of this informal letter.

We begin all letters with Dear ..., your address, and the date, but not your name.

Introduction

38 Clifton Gardens
London NW6 4GT
27 September

Where you live

Dear Maria

I'm very pleased that we're going to be penfriends. I'll tell you a little about myself, and you can do the same when you write to me.

Who you live with

I live in an area of London called Maida Vale. It's quite near the centre, but there are parks nearby where I take my dog, Mickey, for a walk.

What your family does

I live with my parents and my younger brother, Paul.

My father works for the post office and my mother has a part time job as a nurse.

What you do

I go to the local comprehensive school, where I have a lot of friends. I like most subjects, but not all of them!

What you like

In the evenings I sometimes visit friends or stay at home and listen to music, and at the weekends I like going swimming or horse-riding.

Your hobbies and interests

At the moment I'm working very hard because I have exams soon, so I'm spending a lot of time in the library!

What you're doing at the moment

I'm looking forward to hearing from you!
Write soon!

Your signature

Best wishes.

Francis Jones

Ending

You can end a letter to a friend with Best wishes or Regards, or Love. if you know them well.

Write a similar letter to a penfriend in England.
Your penfriend can be male or female.

Write about things:

- you
- where you live
- what you do
- your hobbies
- your family

