

Friendly Letter

Rules for all Letters

- * It is important that your handwriting be neat and clear.
- * The writer's address is written in the top right-hand corner.
- * **Leave a space** between the address and date.
- * Spell out the month in full, e.g. 15th February 2006
- * Begin the letter **Dear** , on the left-hand side.
- * The first paragraph of the letter begins under the person's name.
- * A formal letter usually ends with either: Yours sincerely, or Yours faithfully,
- * Followed by your signature. (Note: 'Yours', always begins with a **capital** letter, but 'sincerely' and 'faithfully' begin with a **small** letter.
- * Always use plain unlined paper and the same colour envelopes. A large size writing pad is best for most letters.
- * Write your letter in **blue** or **black** pen only.
- * Remember the rules for using **capital** letters.
- * Always use **paragraphs** when writing a letter.
- * Informal or personal letters are those you write to people you know – friends, cousins, aunts, uncles, etc.
- * Informal letters should be friendly, chatty and relaxed as though you're talking to the person.
- * You sign an informal or personal letter using phrases like – Best Wishes, Love, Yours truly, Lots of love etc.

Friendly Letter

Your address → 46 Riverview Park,
Glentown,
Dublin 23.

The date → 15th February 2008

Dear Jim, ← The opening greeting

How are things in Wicklow? I have not seen you for ages so I decided to write and give you all the news from Glentown. ← Paragraph 1

The football team is doing really well this season. We have reached the semi-final of the Cup. The new goalkeeper we got after you left is great. He has not let in a goal in the last three matches. ← Paragraph 2

My sister, Sandra, has just had a baby girl, so I am now an uncle. Maybe I will be able to make some money from baby-sitting and then I can come down on the train to visit you. ← Paragraph 3

Write soon and let me know all the news.

Your friend, ← The closing

Martin ← Your signature

Marks are awarded as follows: (see below)

1. Using the correct format (layout) – **4 marks**
2. Describing the event logically, in the order that the events happened – **4 marks**
3. Linking sentences into paragraphs, Use of connecting words – **4 marks**
4. Using imagination - Mentioning details/descriptions / expressing feelings – **4 marks**
5. Correct spelling, tenses and punctuation – **4 marks**

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Category	4	3	2	1
Ideas	All ideas were expressed in a clear and organized way. It was easy to figure out what the letter was about.	Most ideas were expressed in a pretty clear manner, but the organization could have been better.	Ideas were somewhat organized, but were not very clear. It took more than one reading to figure out what the letter was about.	The letter seemed to be a collection of unrelated sentences. It was very difficult to figure out what the letter was about.
Creativity	The letter contains many creative details and/or description that fully express the feelings of the writer to the reader. The writer has really used his imagination	The letter contains some creative details and/or descriptions that tell the feelings of the writer and the relationship between the writer and the reader. The writer has used his imagination.	The letter contains a few creative details and/or descriptions, but they distract from the story. The author has tried to use his imagination, but not very successfully.	There is little or no evidence of creativity in the letter. The writer does not seem to understand the relationships between the two characters and does not seem to have used much imagination.
Format	Complies with all the requirements for a friendly letter.	Complies with most of the requirements for a friendly letter.	Complies with several of the requirements for a friendly letter.	Complies with few of the requirements for a friendly letter.
Sentences and Paragraphs	Sentences and paragraphs are complete, well-constructed and of varied structure.	Most sentences are complete and well-constructed. Paragraphing is generally done well.	Some sentences are complete and well-constructed. Paragraphing needs some work.	Many sentence fragments or run-on sentences and paragraphing needs lots of work.
Grammar & spelling	Writer makes few or no errors in grammar or spelling.	Writer makes some errors in grammar and/or spelling but the errors do not impede understanding.	Writer makes quite a lot of errors in grammar and/or spelling	Writer makes very frequent errors in grammar and/or spelling.