

Here is another friendly letter. With a partner, do the following:

✚ Use a red crayon or marker to draw a box around the **heading** and **label it** by writing

the word *heading* to the left.

✚ Use an orange crayon or marker to draw a box around the **greeting/salutation** and

label it by writing the word **greeting/salutation** to the left.

✚ Use a yellow crayon or marker to draw a box around the **body** and **label it** by writing

the word **body** to the left.

✚ Use a green crayon or marker to draw a box around the **closing** and **label it** by

writing the word **closing** to the left.

✚ Use a blue crayon or marker to draw a box around the **signature** and **label it** by

writing the word **signature** to the left.

Answer the following questions:

1. *Who is writing the letter?*
2. *When was the letter written?*
3. *Who is receiving the letter?*
4. *What is the letter about?*

(Fig 3)

