**Friendly Letter Mini-lesson**

**Grade Level:** 2nd Grade

**Subject Area:** Language Arts

**Materials Needed:** copies of example letter, big paper for group letter, marker, white board, dry erase marker, eraser, clip boards, pencils, template paper

**Standard:**

* ***2.W.3-*** Write narratives in which they recount a well-elaborated event or short sequence of events, include details to describe actions, thoughts, and feelings, use temporal words to signal event order, and provide a sense of closure.
* ***2.*L.1**-Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.

**Objectives:**

* Students will recognize elements of a friendly letter.
* Students will write friendly letters.

**Learning Activities:**

*Day 1 (TUESDAY)*

* Introduce topic of why we write friendly letters.
* Pass out copies of a completed letter to groups of students.
* Teacher reads letter aloud and has students follow along.
  + Point out there are elements that are found in all friendly letters.
  + What are some things that are included in this letter?
    - Teacher explains what each of these elements are:
      * Date, Address line, Body, Conclusion, Signature
      * Writes new vocab on white board
    - Students number and label elements on their copies.
    - Go through together and count out all elements needed in a friendly letter.
  + Using large paper on easel, have students aid in writing a friendly letter to Mrs. Stansfield about what they have been doing in class.
  + Go in order of text elements. Ask students to look at the copy they have and tell the teacher where they need to start.
  + When coming to the conclusion, talk about other conclusions that may be more appropriate for a letter written to the principal.
* Read through the letter together.
* Teacher numbers text elements and has students come up and label them.
  + Reference white board as a word bank
* Have students start thinking about possible topics to write about next session.

*Day 2 (THURSDAY)*

* Review text elements.
* Read through the letter written on Tuesday.
* Brainstorm possible topics to write about.
  + Teacher will keep a running list on a white board.
* Allow time for students to write letters to someone of their choice: friend, parent, teacher.
  + Students must include all text elements and capitalization and punctuation will be stressed.
  + When finished writing, students will participate in a partner share. Then, a few students will be selected to share their writing with the group. (Time will dictate how many.)

**Assessment:**

* Formative Assessment:
  + Completion of the letter written together as a small group.
  + Identification of friendly letter elements (written/verbal).
* Summative Assessment:
  + Completion of friendly letters written individually.
    - Completed friendly letter should include: date, address line, body, conclusion, and signature.

January 16, 2017

Dear Dad,

I am really enjoying living in Watford City. I am all moved in to my new house and have been spending time with a lot of great second graders at Watford City Elementary. The students in Mrs. Jacobson’s class work very hard and earn lots of tickets for doing good things in the classroom.

There are also lots of fun activities here! Last weekend I got to go to Donkey Basketball. It was very exciting and very funny. The teachers rode donkeys and played a game of basketball against the high schoolers! I hope everything is going well with you. I can’t wait to hear from you!

With love,

Your daughter