

Friendly Letter Review

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Understanding the Parts of a Friendly Letter

Name: _____

Date: _____

Answer the following questions about friendly letters.

1. The five parts of a friendly letter are the date, greeting, ____, closing, and signature.

2. What comes after the greeting in a friendly letter?

- A. Closing
- B. Body
- C. Date

3. Why do we include a date on letters?

4. The signature is your name at the top of the letter.

- True False

5. What punctuation mark comes after the greeting?

- A. ,
- B. .
- C. ;

6. The ____ is where you write your message in a letter.

7. Being neat when writing a letter is not important.

- True False

8. How can we make our letters kind and encouraging?

9. Which part of the letter comes before your name?

- A. Greeting
- B. Closing
- C. Body

10. Pleasant words are like a ____ to the soul.

Answer Key

1. body 2. Body 3. To show when the letter was written. 4. False 5., 6. body 7. False 8. By using pleasant words. 9. Closing 10. honeycomb