

Friendly Letter Review

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Understanding the Parts of a Friendly Letter

Name: _____

Date: _____

Answer the following questions based on what you learned about friendly letters.

1. What is the first part of a friendly letter?

- A. Body
- B. Greeting
- C. Heading

2. The part of the letter that wraps up the message is called the ____.

3. Name the five parts of a friendly letter.

4. Match each part of the letter to its purpose.

Greeting

Shows who wrote the letter

Body

Welcomes the reader

Signature

Shares the main message

5. Why is it important to be clear when writing letters?

- A. So people can understand your message
- B. To make it longer
- C. So it looks pretty

6. Letters can be a way to share ____ words with others.

7. How can letters help us communicate with people far away?

8. What is the purpose of the Body in a friendly letter?

- A. To show when the letter was written
- B. To share the main message
- C. To say goodbye

9. The part of the letter that shows who it is for is called the ____.

10. What is your favorite part of writing a letter and why?

Answer Key

1. Heading 2. Closing 3. Heading, Greeting, Body, Closing, Signature 4. Greeting, Body, Signature 5. So people can understand your message 6. kind 7. They allow us to send messages and feelings even when we are not together. 8. To share the main message 9. Greeting 10. My favorite part is the Body because I can share my thoughts.

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