

Vocabulary

1. body_____	A. a person who receives something
2. logically_____	B. why something exists
3. purpose_____	C. using reason
4. recipient_____	D. useful pieces of information
5. sincerely_____	E. honestly and without pretending or lying
6. state_____	F. to say or write something, especially clearly and carefully
7. tips_____	G. the main part of a book, article, etc

[https://www.youtube.com/watch?v=tJ7bY\\_e-3po](https://www.youtube.com/watch?v=tJ7bY_e-3po)

Watch the video. Match the steps to the actions, and fill in the missing words

How to write a letter:

Whether you are writing a business letter or a friendly letter, these \_\_\_\_\_ will guide you.

You will need: stationary, a pen, a stamp, and an envelope. Optional: a computer, and a printer.

step 1	
step 2	Step ____: Write the _____ of the letter clearly and
step 3	_____ so the reader knows why you are writing.
step 4	
step 5	Step ____: Write your address in the upper-left corner of the envelope.
step 6	Write the recipient's address in the middle. Seal the letter in the envelope,
step 7	place a stamp in the top-right corner, and mail it.
	Step ____: Close the letter with a paragraph describing the action you expect the _____ to take.
	Step ____: _____ the _____ of the letter in the first paragraph.
	Step ____: Choose an informal or formal closing based on the recipient. "_____" or "Regards," works in nearly every situation. Write your name and sign the letter.
	If you have typed the letter, type your name four lines below the closing so you can handwrite your signature in that space.
	Step ____: "Dear" is appropriate for either a business or personal letter. If you don't know the recipient, use "To Whom it May Concern." For informal letters, use "Hello," or "Hi," followed by a comma and the person's first name.
	Step ____: Start by including the date. It should go in the top-right corner if you're writing a personal letter, and in the top-left corner if you're writing a business letter. With a business letter, continue by writing the recipient's name two lines below the date, and their address one line below their name.

Did you know? The U.S. Postal service delivers to more than 149 million residences, businesses, and post office boxes.

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Step 1

Start by including the date. It should go in the top-right corner if you're writing a personal letter, and in the top-left corner if you're writing a business letter. With a business letter, continue by writing the recipient's name two lines below the date, and their address one line below their name.

Step 2:

"Dear" is appropriate for either a business or personal letter. If you don't know the recipient, use "To Whom it May Concern." For informal letters, use "Hello," or "Hi," followed by a comma and the person's first name.

Step 3:

State the purpose of the letter in the first paragraph.

Step 4:

Write the body of the letter clearly and logically so the reader knows why you are writing.

Step 5:

Close the letter with a paragraph describing the action you expect the recipient to take.

Step 6:

Choose an informal or formal closing based on the recipient. "Sincerely," or "Regards," works in nearly every situation. Write your name and sign the letter.

If you have typed the letter, type your name four lines below the closing so you can handwrite your signature in that space.

Step 7

Write your address in the upper-left corner of the envelope. Write the recipient's address in the middle. Seal the letter in the envelope, place a stamp in the top-right corner, and mail it.

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