

Writing a Letter

This activity accompanies chapter 11 from *Uncle Tom's Cabin* as told to children by Harriet Beecher Stowe, told by H.E. Marshal, record number 4866.

Activity Title: Writing a Letter

Description: The students will write a letter to someone they know, address the envelope, and send it in the mail.

Subject: Reading/Language Arts

Skill: Writing a Letter

Behavioral Objective:

- The student will write a friendly letter to someone they know.

Materials:

- *Uncle Tom's Cabin*, chapter 11, available in audio and print form at <http://etc.usf.edu/lit2go/>
- Pencils and paper
- Envelopes and stamps
- An address from each child for someone to whom they wish to write a letter.
- Five parts of a friendly letter guide (below)

Procedures:

A couple of days before reading this chapter send home a parent letter asking the students to bring in an address of someone who they wish to send a letter to. You may wish to ask for a donation of a stamp (or 2) as well.

Read the eleventh chapter of *Uncle Tom's Cabin* or have the students read it on their own. Discuss with the students how Uncle Tom writes a letter home in this chapter, and then have them turn and talk with a partner to summarize the main events in the chapter. Next, review the parts of a friendly letter with the students. Have each student write a letter to his or her friend or family member about school or personal events in the student's life (field trips, piano recitals, etc.).

Next, review how to address an envelope. In pencil, (they may go over it in pen) have the students address their envelope and put on their stamp. Send the letters out in the mail!



Five Parts of a Friendly Letter

1. **The Heading** – This includes the address and date. In a casual friendly letter the address is not necessary.
2. **The Greeting** – The greeting usually begins with Dear _____,. The blank is for the name of the person to whom you are writing. A comma is placed after the person's name.
3. **The Body** – The body of the letter is the information you are writing in your letter.
4. **The Closing** – In the closing the first word is capitalized and a comma is placed after the last word. Examples of closings are: Sincerely, Your friend, Love, and Kind Regards.
5. **The Signature** – Your name goes here.

Example of a Friendly Letter:

123 Main Street
Tampa, FL 33620
January 1, 2009

Dear Mr. Friend,

This is the body of my friendly letter. In the body of my friendly letter I include all of the information that I wish to tell you.

Your friend,

Your name goes here

