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Salutations

Goal

The children will write friendly and business letters using proper salutations (greetings).

Objectives

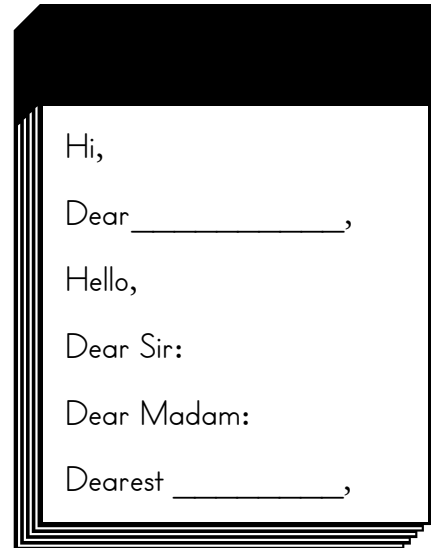
1. The child will identify a list of salutations (greetings).
2. The child will use an appropriate salutation when writing a letter.

Materials

- Salutations Lesson, page 87
- chart paper
- felt pens
- examples of actual letters received

Procedure

1. Engage your children in a discussion about letters. Show examples of actual letters received. Then ask the children how a letter begins.
2. Tell the children that there are many ways to begin a letter. The most common way is to use “Dear.” List the salutations to the right on chart paper for the children to see. Discuss that the word “salutations” is another word for “greetings.”
3. Ask the children to identify which salutations would be used in friendly letters and which would be used in business letters. Would you write a letter to your mom beginning “Dear Madam”? Would you write a letter to the principal beginning “To Whom It May Concern”?
4. Discuss the punctuation that follows each salutation. (Commas for friendly letters and colons for business letters.)
5. Explain that friendly letters to loved ones or friends might begin with *Dear*, *Hi*, *Hello*, or *Dearest*. These letters are written less formally than business letters. Business letters might begin with *Dear*, *Dear Sir*, *Dear Madam*, or *To Whom It May Concern*.





Persuasive Letters

Goal

The children will differentiate between a letter that *tells* information and a letter that *persuades* someone to do something.

Objectives

1. The child will read information and determine whether the writer is sharing information or trying to persuade the reader to do something.
2. The child will write a letter to persuade a friend.

Materials

- Telling or Persuading Cards, page 99
- Be Persuasive Lesson, page 100
- chart paper
- felt pens

Procedure

1. Explain to your children that sometimes people write letters to share information and sometimes they write letters to persuade or convince people to do something. When you persuade someone, you want him or her to share your opinion.
2. Divide the children into small groups and provide each group with a set of Telling or Persuading Cards. Each group should read the cards and decide whether the words are being used to share information or to persuade.
3. Explain that there are words or phrases that can be used effectively to change a person's mind. Write the words below on the chalkboard.

