

Activity Guide

Letter Writing

Overview

Pillar

Social Connections

Time

30 min

Age

All ages

Skill

Level I

Best suited for

Indoors & Any group size

Description

Write a letter to a friend or family member that you wish to see more of this year. You can wish them a Happy New Year, tell them a favorite memory, or let them know how much you are looking forward to seeing them and doing something fun in the New Year!

Skills & Benefits

- Connect with a friend or family member
- Express yourself through writing


Materials

- Printout (Letter Writing Guide, Prompt & Card Template)
- Greeting Card Envelope
- Marker or pen
- Postal Stamp

Optional:

- Envelope seal stickers (Happy New Year)
- Cardstock (8.5 X 11)

Preparation

 < 5 min

1. Have an adult help you print out the Letter Writing Guide, Prompt & Card Template

Activity Steps

1. Read through the Letter Writing Guide. Ask an adult if you need help.
2. First cut the Card Template along the dotted blue line. Then Fold the Card along the solid blue line. You will be able to make 2 cards from one sheet. (See Letter Writing guide for help)
3. Decorate the front of your card. You can draw a picture, make a design or write Happy New Year!
4. Use the prompts to help you think about who you may want to write to and what you might like to say in your letter.
5. Write your letter. Remember to start with Dear [Name] ,
6. Sign your letter. If you need options for how to sign off, look at the Letter Writing guide.
7. Add any drawings or pictures that you would like.
8. Address your envelope. (See Letter Writing Guide for examples)
 - First find the address of the person you are sending the letter to. You will also need your address. If anything goes wrong or if a letter gets lost in the mail then the postal service will send the letter back to you. This is why it is important to include

Activity Steps

your address.

- See State Abbreviations to find the 2 letter state code if you need it.
- Ask an adult if you need help.
- Use the Letter Writing Guide to properly address your envelope and put the stamp on.

- Your Address goes in the top left corner of the envelope.

The address of the person you are sending it to goes in the center of the envelope. The stamp goes in the top right

9. Put the card inside and seal the envelope. Use scotch tape if the envelope is not sticking well. Add a sticker to the back if you would like.

10. Put your letter in the mailbox! Be sure to put the flag up so the postal person knows there is out-going mail to be picked up for delivery.

Sources

- <https://www.getblend.com/blog/history-letters-writing/>
- <https://www.history.com/news/a-brief-history-of-penmanship-on-national-handwriting-day>
- <https://theoldtimey.com/early-writing-utensils/>
- <https://pensguide.com/facts-and-history-of-the-quill-pen/>
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