

## Letters and cards



### Step 1

**Choose who the letter or card is for**  
A friend ? Someone in your family ?

### Step 2

**Choose if you are going to write or draw a letter or card**  
You might choose to make a card first

### Step 3

**Plan what to write or draw**

#### Some Ideas to put in your letter or card

- Write **the person's name at the start** of your letter or card
- Tell them how you are. Ask them how they are.
- Things you have been doing
  - An activity you have done
  - A TV programme you enjoyed
  - Something you have cooked or eaten
  - Something funny or unusual that has happened to youAsk them what they have been doing.
- Something funny or a joke that makes you laugh
- What you see in your garden or when you go for a walk
- Copy something you like  
A poem, words of a song, a picture or something else
- Write **your name at the end** of the letter or card

### Step 4

**Write or draw as neatly as you can**

Some people like to write what they want to say on another piece of paper and then copy it neatly onto the letter or card

### Step 5

**Put the letter or card in an envelope to give to the person**

Write their name on the envelope

Does the person live near enough for you to take it to them?

If you are going to post it, you will need to put a stamp and their address on the envelope too.