

GRADE 2 LEARNING PACK

Friendly Letter Workshop

Plan and write a friendly letter with an appropriate opening, message, closing and clear purpose.

LEARN • PRACTISE • CREATE • REFLECT

Original BrightPencil Kids resource - adult-led where appropriate

A4 edition • 12 purposeful pages • review copy

Print. Learn. Grow.

Grown-up guide

Learning objective

Plan and write a friendly letter with an appropriate opening, message, closing and clear purpose.

Use this pack well

- Model the first example aloud, then let the learner try.
- Ask “How do you know?” more often than “Are you finished?”.
- Use real objects, talk, movement or observation when the activity suggests it.
- Stop or shorten the session if attention or enjoyment drops.
- Open-ended pages can have many successful answers.

Quality note

This resource was written originally for BrightPencil Kids. Curriculum sources informed scope and progression only; no third-party worksheet or story text is reproduced.

Learn the idea

1 A letter has an audience and purpose.

2 Greeting, body and closing help organise the message.

3 Writers reread for clarity, spelling and punctuation.

Talk about it

Explain one idea in your own words. Give an example from real life, a drawing or an object if that helps.

Identify greeting/body/closing in a model layout.

Choose a suitable greeting for a friend or relative.

Plan three things to tell the reader.

Draft a short letter with paragraph breaks where useful.

Reread and improve one sentence before final copy.

Try it beyond the page

Real-world / hands-on connection

Tell the message aloud before writing and consider what the recipient needs to understand.

Before you finish

What did you notice?

What evidence, object or example helped you?

What would you change if you tried again?

Create something

Your project

Write and decorate a friendly letter to a fictional character or trusted family member (do not include private addresses in the workbook).

Use this space for planning, drawing, mapping, designing or notes.

CHALLENGE

Think deeper

1. Why does a letter need an audience?

2. What belongs in a closing?

3. Should private addresses be written into an app activity?

Quick review

1. In one sentence, explain the big idea of “Friendly Letter Workshop”.

2. Draw or write one example that shows you understand.

3. Choose one activity from this pack and explain the strategy you used.

4. Write one question you still have.

Answer & discussion notes

Use these as guidance, not scripts. Open questions can have different successful responses when the reasoning is sensible and evidence-based.

1. Suggested response

The message is shaped for a particular reader.

2. Suggested response

A suitable sign-off/name.

3. Suggested response

No.

Review before publication

Check age fit, factual accuracy, clarity, accessibility, rights provenance and whether the activity works in practice. This file remains a review copy until those checks are signed off.

FINISH

My learning reflection

I finished this BrightPencil learning pack.

One thing I understand better now:

A strategy that helped me:

Something I created or noticed:

My next small question or goal:

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