



Getting the message

Letter
1

Dear Sir,

I would be interested to know whether any other readers have noticed the strange lights in the night sky.

For the last week, I have woken at midnight to see flashing green lights hovering over the park.

Yours faithfully,
N. O. Sleep
Smalltown

Letter
2

4 Daffodil Street,
Smalltown.
Wednesday

Dear Mom,

Just a quick note to say that I'm okay here. Aunt Liz sends her love and is looking forward to seeing you and Dad on Saturday. Met an alien from the 22nd century last night.

Hope you are both well – see you soon!

Love,
Kirsty



Letter
3

About A.D. 2000
Planet Earth

Landed smoothly at 25.00 hours.

No problems with machine, but need warmer clothing.

Hope you like the picture – it's a form of time meter used here!



Greetings,
Zop

Can you tell who wrote these three letters? Put the correct number by each description below.

a child's letter home

an alien's postcard home

a letter to a local newspaper

Writing notes



Reread the letters. Something unusual has been going on in Smalltown! Kirsty made some quick **notes** about what happened when she met a time-travelling alien from the 22nd century. Imagine what these **notes** might say, and write them here.

Remember: You don't need to use full sentences when writing **notes**.

Woke up at midnight





Writing a letter

Reread the **notes** you wrote in the previous exercise. Imagine that Kirsty is your sister, and write a letter to one of your friends about what Kirsty has told you.

(your address)

.....
.....
.....

(today's date)

.....

Dear,

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.....
.....
.....

Your friend,

.....



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Greetings,
Zop

Can you tell who wrote these three letters? Put the correct number by each description below.

a child's letter home 2.....

an alien's postcard home 3.....

a letter to a local newspaper 1.....

This page tests your child's recognition of different types of letters. If he or she has difficulty, read each letter together, pointing out the clues to the identity of the writer – look at where the letter was sent from and who received it, as well as its content and style.

Writing notes



Reread the letters. Something unusual has been going on in Smalltown! Kirsty made some quick **notes** about what happened when she met a time-traveling alien from the 22nd century. Imagine what these **notes** might say, and write them here.

Remember: You don't need to use full sentences when writing **notes**.

Woke up at midnight.....

Answers may vary



This activity gives your child more practice in making notes and encourages imaginative expression. Check that he or she understands that full sentences are not necessary for writing notes, and tell your child what you admire about his or her ideas.



Writing a letter

Reread the **notes** you wrote in the previous exercise. Imagine that Kirsty is your sister, and write a letter to one of your friends about what Kirsty has told you.

(your address)
.....
.....
.....

(today's date)
.....

Dear,
.....
.....
.....
.....
.....
.....
.....
.....
.....

Your friend,
.....

Answers may vary

This exercise will help your child to practice letter-writing skills. Encourage him or her to use the notes made in the previous exercise. Discuss the layout of the letter, and make sure it includes an address, a date and your child's signature.