Writing a letter

The writer's full address is at the top right-hand side of the page.

The date should be written a little below the address.

The greeting is written on the left-hand side of the page. Note the use of capital letters.

Start a new line for the message of the letter.

There are different ways of ending a letter. Examples: Yours faithfully, Kind regards, Yours sincerely.

The writer's name should be clearly written beneath the ending.

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23 Riverside Avenue
Reenock
Co Tipperary
10 February 2005

Dear Aunty Britney

Many thanks for the lovely present of the watch you gave me for my birthday. I have always wanted to own a watch and I am so happy now that I have one. It keeps very good time. Mammy tells me that from now on I will have no excuse for being late for school!

I hope that you are well. Once again, many thanks for the beautiful watch.

With best wishes
Meg

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Here are two lists of people. Match them up and write short letters. Example: Write a letter from a vet to a pop-singer!

vet
lighthouse keeper
crane-digger
claw
vampire
pop-singer
Santa Claus
teacher
ghost
Rudolph
Write a riddle in your copy for each animal below. Write help words below the pictures.

Example:

I swim in the river.
I swim in the sea.
I have scales on my back
What can I be?

**Answer:** a fish

<table>
<thead>
<tr>
<th>Animal</th>
<th>Riddle</th>
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<tbody>
<tr>
<td>Elephant</td>
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<td>Bear</td>
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<td>Wolf</td>
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<td>Lion</td>
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<td>Zebra</td>
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