



PSRIP Foundation Phase COVID-19 MESSAGING

6 November 2020

Writing a friendly letter

Parts of a letter

- Date
- Greeting
- Body
- Closing
- Signature

Planning and drafting

- Think about who you are writing to and what you are going to write about.
- Write sentences even if they are not perfect (draft).

Editing

- Find and correct mistakes.
- Use a checklist if necessary.
- Rewrite the letter correctly and neatly

Publishing and sharing

- Read your writing aloud to someone.
- Share with everyone or display your work.

Refer to the Lesson Plans provided on the NECT Website.

Parent involvement boosts learner achievement.

The NECT and DBE Team