



09 April 2021

Good day everyone

Our focus this week is on **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.

Here are links for revised Annual Teaching Plans and Lesson Plans:

[Intermediate Phase ATPs for 2021 \(education.gov.za\)](https://www.education.gov.za/intermediate-phase-atps-for-2021)

[PSRIP IP — National Education Collaboration Trust \(nect.org.za\)](https://www.nect.org.za/psrip-ip)

Nombulelo Baba

nombulelob@nect.org.za