

# Letter Writing



Print Partner Title / First Line	Skill
Letter to Mrs. Wong	Distinguishing Fact and Opinion
Dear Aunt Pearl	Using Affixes and Base Words
Dear Terrific Toy Company	Recognizing Author's Viewpoint or Bias
Skate Park	Reading Fluently
Letter to the Editor	Distinguish Fact and Opinion & Words with Prefixes and Suffixes
Dear Mr. Tenuta	Business Letter
Dear Mr. Decker	Identifying Cause and Effect Relationships and More

- Print Partners are bundled by theme only. Grade level bundles are available.
- Each Print Partner is a stand-alone worksheet. Pagination on the bottom of each page denotes numbering designed for individual worksheets.



## Distinguishing Fact and Opinion

**Directions:** Read the letter. Then complete questions below.

### Letter to Mrs. Wong

Dear Mrs. Wong,

To begin our trip, we drove to Los Angeles. It is in California. We drove across the desert all through the night. When we took a break at a rest stop, I saw bats flying around. Bats fly around at night searching for food and sleep during the day. (I learned that in our science class!) They have very good hearing to make up for not seeing very well. I think they are interesting animals. But they are also a little scary when they swoop down from the sky.

We are staying in a hotel. Tomorrow we are going to the beach. California has a coastline with many beaches. The Pacific Ocean is filled with different kinds of fish. It is fun to swim in the ocean. But it is also dangerous. I think I am too young to go in it by myself. My dad will go in the water with me. The ocean is salt water, so I will keep my mouth closed!

We will leave for home in a couple more days. I am being good about doing my homework.

Your student,

*Omar*

1. One fact about bats from the letter is

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2. One opinion about bats from the letter is

---

---

3. One fact about the ocean from the letter is

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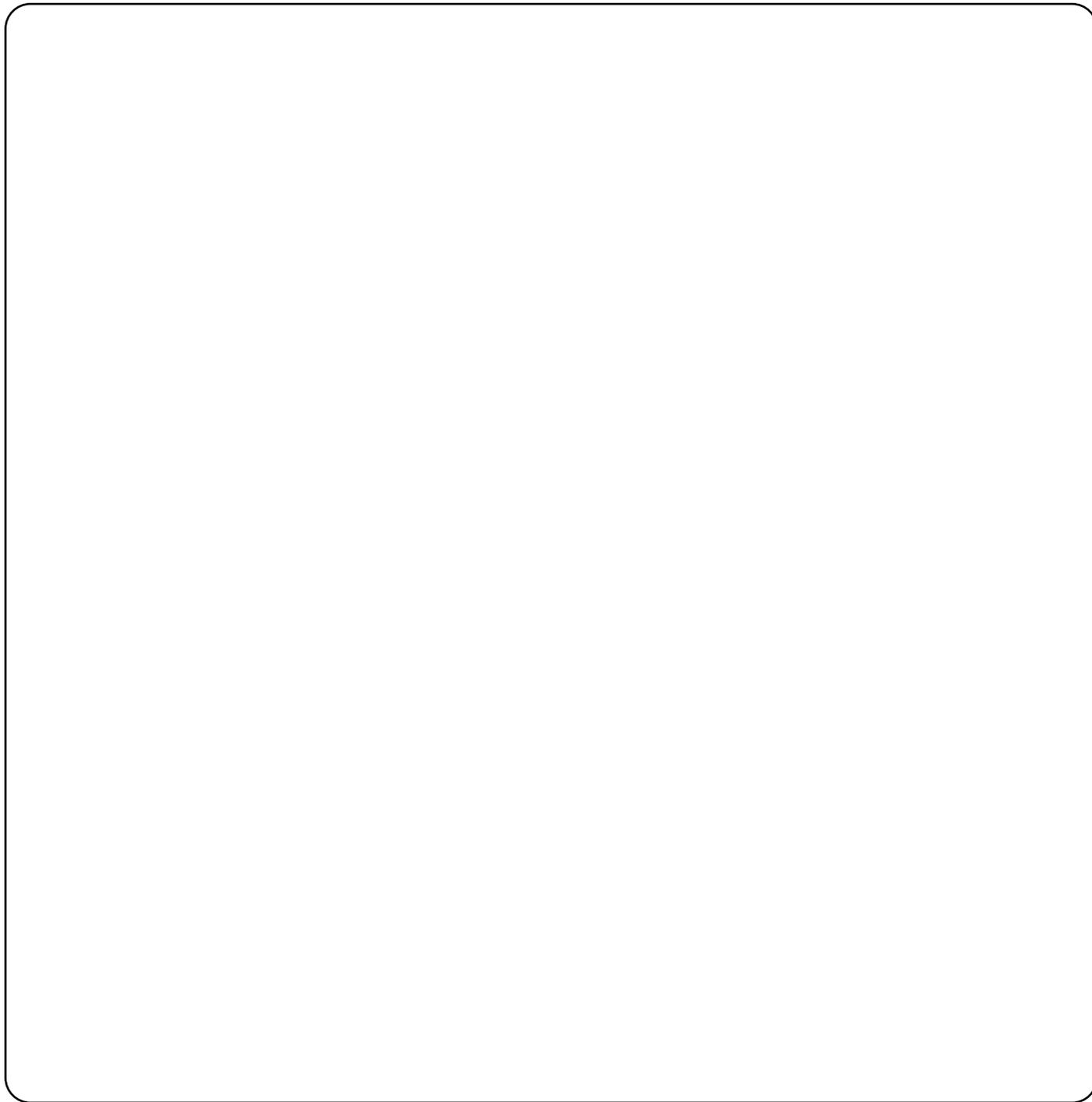
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4. One opinion about the ocean from the letter is

---

---

5. Draw something Omar saw on his trip.





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Dear Mrs. Wong,

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We will leave for home in a couple more days. I am being good about doing my homework.

Your student,

Omar

1. One fact about bats from the letter is **Answers will vary.**

**Possible responses: bats have very good hearing.**

---

**bats sleep during the day.**

---

2. One opinion about bats from the letter is **Answers will vary.**

**Possible responses: bats are interesting animals.**

---

**bats are a little scary.**

---

3. One fact about the ocean from the letter is **Answers will vary.**

**Possible responses: the ocean is filled with fish.**

---

**the ocean can be dangerous.**

---

4. One opinion about the ocean from the letter is **Answers will vary.**

**Possible responses: it is fun to swim in the ocean.**

---

**I am too young to go in by myself.**

---

5. Draw something Omar saw on his trip. **Answers will vary.**

**Possible pictures: a bat flying at night; a desert scene; a hotel at the beach; the ocean with fish in it; Omar and his father swimming in the ocean.**



## Using Affixes and Base Words

**Directions:** Read the letter. Then answer the questions below by circling the correct answer.

Dear Aunt Pearl,

Thank you so much for my birthday present. I love her! Her fur is the softest I have ever felt. Her ears are so long and silky. Her tail looks like a little ball. She even hops up and down the stairs. I'm learning how to take good care of her. She likes lettuce and carrots along with her other food. We often share a carrot as a treat. How do you like Mary for her name? Thank you again for the sweetest pet!

Love from your niece,

Claire

1. Which kind of pet Claire received

- A. puppy
- B. bunny
- C. bird
- D. cat

2. What word did Claire use to describe the pet's fur?
  - A. sweetest
  - B. silky
  - C. softest
  - D. share
  
3. Which word has the same /air/ sound as in **Claire**?
  - A. ever
  - B. her
  - C. care
  - D. fur
  
4. What does the word **sweetest** mean?
  - A. the most kind
  - B. the most soft
  - C. the most terrible
  - D. the most hard

**Directions:** Circle the correct form of the word to complete each sentence.

5. Sally is being \_\_\_\_\_ when she feels her dog needs food.

depending

dependable

depend

6. Jose showed his \_\_\_\_\_ when he asked the new student to eat lunch with him.

kind

kindest

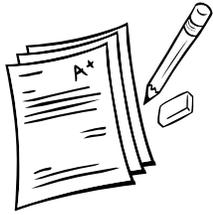
kindness

7. The shooting star zipping across the sky was a \_\_\_\_\_ sight.

wondrous

wonder

wondering



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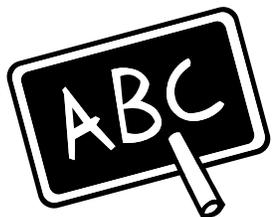
**kindness**

7. The shooting star zipping across the sky was a \_\_\_\_\_ sight.

**wondrous**

wonder

wondering



## Recognizing Author's Viewpoint or Bias

**Directions:** Read this letter. Then answer the questions that follow.

Dear Terrific Toy Company:

I've always loved collecting your "Animals of the World" because they all look just like the real thing! Yesterday, I received the latest animal in the mail. I knew I should write you a letter. I'm having a problem with this new animal. It is supposed to be a beaver, but it has tiny, pointed teeth. It also has huge, pointed ears. Everyone knows beavers have long, flat teeth and short ears. The ears need to be much smaller. Also, his flat tail needs to be much bigger. I think the artist needs to look at more pictures of beavers. It looks more like a wolf than a beaver.

I also have a question about another animal. I would like to order a giraffe from last year's collection. Did you stop making it? I do not see one in the new order book. I am going to start collecting the mother animals with their young next. Please send me pictures of your new animals too.

Thank you,

Bobby

1. How does Bobby feel about the new beaver he received?

---

2. How does Bobby feel about the rest of the animals from this company?

\_\_\_\_\_

3. Which animal does Bobby say is not in the order book?

- A. beaver
- B. giraffe
- C. wolf
- D. frog

4. Why did Bobby write the letter?

\_\_\_\_\_  
\_\_\_\_\_

**Directions:** Draw a line between each pair of antonyms. An *antonym* is a word that means the opposite of another word.

**Example:**

down ————— up

young

worst

tiny

smaller

more

short

best

old

bigger

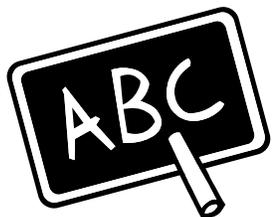
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Thank you,

Bobby

1. How does Bobby feel about the new beaver he received?

**Possible response: disappointed**

2. How does Bobby feel about the rest of the animals from this company?

**Possible response: He loves them.**

---

3. Which animal does Bobby say is not in the order book?
- A. beaver
  - B. giraffe**
  - C. wolf
  - D. frog

4. Why did Bobby write the letter?

**Possible response: To tell the company he didn't like the beaver; to see pictures of new animals.**

---

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**Example:**

down ————— up

young	worst
tiny	smaller
more	short
best	old
bigger	stop
start	huge
long	less



## Reading Fluently

**Directions:** Read the passages aloud.

### Skate Park

Written by Nancy Schneider

Dear Parks Department,

I am writing to you because I am a skater. Skate parks are great places for people young and old to skate. Our city needs to build a new skate park. Our skate park was built in 1995.

Our skate park is getting old. Over time it has become dangerous. Skaters are finding other places to skate. They have been skating on sidewalks and in streets. It is unsafe for skaters to skate in the streets. Store owners get angry when kids skate on sidewalks. Then customers cannot come into their stores. If we had a new skate park, skaters would stay safe. And store owners would be happier.

Some parents worry that skate parks are unsafe. We could make rules so that skaters would be safe. All skaters would have to wear helmets and pads. They would also have to leave on time when the park closes.

Skating is the best exercise in the world. Exercise keeps kids healthy. Skating is also a great way for families to spend time together while being outside.

I can help plan the park. I have some really great ideas. Last

summer, I visited a skate park in California. It was the best park ever! It had five huge benches and six bowls. Everyone was having a great time.

I love to skate. I hope you decide to build a new, exciting skate park.

Sincerely,

Meghan

## **Come Play in Lark Park!**

Written by Barbara Davis-Pyles

Dear Editor,

I love Lark Park. I can do things there that I can't do in my family's small apartment. We always have to be quiet because our neighbors do not like noise.

But when I go to Lark Park, my mom says I can be wild! I run around and ride my bike. And I can even sing out loud if I feel like it. Skipper, my dog, likes the park too. Our family gets together for picnics on Sundays in the park.

About a year ago, Lark Park changed. No one cared anymore. People left their trash everywhere. Weeds grew all over the

kickball field. And one time my bike got a flat tire from riding through some broken glass.

That's when my family stopped going to Lark Park. Skipper would howl when we walked by. I felt like howling too because being quiet all the time is no fun.

But then last Saturday, my family went back to Lark Park. We didn't go for a picnic. We went to clean the park. One by one, our neighbors joined us! I didn't know so many people cared about Lark Park. By lunchtime, everyone in the neighborhood was there.

We picked up all of the litter. We pulled the weeds. We mowed the grass. And we planted flowers. The birds flew back into the trees. They chirped as we cleaned the park!

That night, we had our first picnic in Lark Park in more than a year. Skipper came with us, and he and I tried to see who could be wilder. It's so great to be back in Lark Park!

Julie Tucker  
Park Lane, New York



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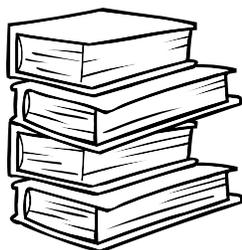
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## Mixed Skills: Distinguish Fact and Opinion and Words with Prefixes and Suffixes

**Directions:** Read the letter. Then answer the following question(s).

### Letter to the Editor

Dear Editor,

I just returned from taking a walk with my dog. We walked to the park down the street from my house. The park is next to the firehouse. We spend a lot of time at this park because it is filled with beauty.

In the spring and summer, we have picnics. We sit under the oak trees. They provide a lot of shade. They keep us cool too. First, we put out a blanket. Then we eat food my mom makes for us. There are blooming flowers around some of the oak trees. The flowers smell good when the wind blows lightly through the trees.

The oak leaves are turning orange and red this time of year. Buddy likes to sniff the flowers around the trees. He plays in the leaves. I like sitting under one certain tree. Under a tree is the best place to read a book. Sometimes I just daydream while Buddy chases squirrels.

Today, there were workers in the park. They were putting fences around the trees. I asked the workers why they were putting up fences. They said it is to protect the trees, but now I can't sit under

them anymore. It looks like the trees are locked up. I don't mean to be disagreeable, but I hope someone agrees with me. I hope they take the fences away.

Signed,  
Marco

1. Marco \_\_\_\_\_ with putting fences in the park.
  - A. agrees
  - B. disagree
  - C. disagrees
  - D. disagreeable
2. The trees were their most \_\_\_\_\_ in the fall.
  - A. beauty
  - B. beautify
  - C. beautiful
  - D. beautification
3. Which of the following is an opinion?
  - A. The park has oak trees.
  - B. It looks like the trees are locked up.
  - C. We walked to the park from my house.
  - D. The leaves are turning red and orange.

4. With which sentence does Marco disagree?

- A. I like sitting under one certain tree.
- B. The fences protect the trees.
- C. Dogs should go on walks every day.
- D. Buddy likes to sniff around the trees.

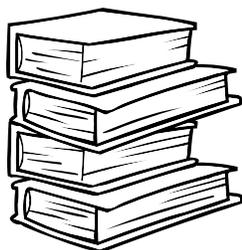
5. Write a sentence telling how Buddy feels about the fences in the park.

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- B. The fences protect the trees.**
- C. Dogs should go on walks every day.
- D. Buddy likes to sniff around the trees.

5. Write a sentence telling how Buddy feels about the fences in the park.

**Possible response: He does not like the fences in the park.**

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## Business Letter

**Directions:** Read the letter. Then complete the activity that follows.

300 Dakota Street  
Houston, Texas 77005

March 1, 2006

Mr. John Tenuta  
4000 W. 18th Street  
New York City, NY 20018

Dear Mr. Tenuta:

Before writing you this letter, I looked you up on the Internet and saw that you are the richest person in the world. Because you have earned a lot of money, I believe you must appreciate people who have terrific new ideas which will make you even more money. I also read you and your wife strongly support education and you enjoy providing children with opportunities for a better life.

My name is Deirdra Jackson and I am a fifth-grade student at Washington Elementary School. I am the oldest child in my family. My three brothers and I live with my mom. My mom works extremely hard at her job as a legal secretary. She has a tremendous workload because she is raising us by herself. She not only works Monday through Friday, but she also works a half-day on Saturday and whenever her boss calls her. I would love to help her pay the bills, but I am too young for a regular job. I do have new ideas like the one I am proposing to you here. I hope you will be as excited about it as I am. Maybe, if it works, my mom can quit worrying so much and stop working so hard. We would like to spend more time with her.

I am writing you about a fantastic idea that I have for an action-packed video game. I am sure it will make us both a lot of money. It is nonviolent with multi-screen play and colorful, high-definition characters. It also requires the player to make smart and moral decisions quickly. The final score is based on two parts. In the first part, points are awarded according to the logical choices and decisions the player makes. The second part labels the player as either a “hero” or a “villain” based on their choices. For instance, a hero will always choose honesty. Honesty wins more points.

This game will be a powerful force in teaching children how to make solid, moral choices, and it will also carefully guide them in making better decisions in life. Plus, they will learn how to use a video game console, which children really enjoy.

Please let me know if you are interested in this exciting, unique idea. I am anxiously waiting to hear from you.

Sincerely,

*Deirdra Jackson*

Deirdra Jackson

1. Underline words and phrases in the letter that might make the reader feel sad for Deirdra. Then record the words in the box below.

2. Circle words in the letter that try to make the reader think the game is a great idea. Then record the words in the box below.

3. Record any other words in the box below that might persuade Mr. Tenuta to buy the video game idea.



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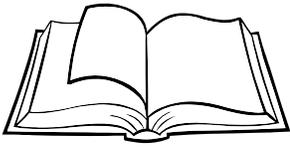
**My mom works extremely hard**  
**She has a tremendous workload**  
**She not only works Monday through Friday**  
**I would love to help her pay the bills**  
**my mom can quit worrying so much and stop working so hard.**

2. Circle words in the letter that try to make the reader think the game is a great idea. Then record the words in the box below.

**fantastic**  
**action-packed**  
**make smart and moral decisions**  
**a hero would always choose honesty**  
**solid moral choices**  
**exciting, unique**

3. Record any other words in the box below that might persuade Mr. Tenuta to buy the video game idea.

**you and your wife strongly support education**  
**providing children with opportunities for a better life**



## Identifying Cause and Effect Relationships and More

**Directions:** Read the letter. Then read each question and circle the correct answer.

4419 San Teepass  
Tompres, IN 66341

March 13, 2006

Mr. Wayne Decker, Principal  
Ten Trails Elementary School  
8770 Capital Street  
Tompres, IN 66341

Dear Mr. Decker,

I am a fifth-grade student at Ten Trails Elementary School. You may not know who I am because I am new to this town and the United States. I would like to make a request concerning pets at school. I believe you should consider letting us bring pets to school. At my old school, students were allowed to bring pets under certain conditions.

Bringing a pet to school was a reward for making good grades and turning in all homework assignments for a month. The student and the pet had to follow certain rules at school. The animal had to be on a leash or in a cage, and it had to be quiet and not disrupt the other students. The pet had to be clean and not smell bad too. Certain animals from the farm, like goats, sheep, or ponies, were too large to bring to school. However, the principal did not mind students bringing small animals, like rabbits, hamsters, lizards, or cats.

I believe you are a reasonable and fair man, Mr. Decker. You always

seem to know the best way to handle students who do not follow the rules. Why not reward those of us who do our best at school? Allowing pets might encourage students to study more. It could also help students with poor behavior to act nicer and obey the rules. If students knew they would be rewarded for their good behavior, they might try harder to earn a “pet day.”

Many children have heard about my idea. They really like it and would like to vote on it. America is a great country, and here voting can make things happen. The teacher says that parents and other grownups would have to approve the idea. Please talk to us about having a pet day soon.

Sincerely,

*Galina Troski*

Galina Troski

1. Which phrase from the letter is persuasive?
  - A. I am a student
  - B. reward the students
  - C. a newcomer to the school
  - D. parents and grownups
  
2. Galina’s old school was probably \_\_\_\_
  - A. located in the city.
  - B. located in the country.
  - C. very crowded.
  - D. the same as her new school.

3. Why did students get to bring pets to Galina's old school?
- A. for Show and Tell
  - B. to study their habits
  - C. for making good grades
  - D. the pets needed a place to stay
4. Pets at Ten Trails Elementary School are \_\_\_\_
- A. seen every day.
  - B. always welcome.
  - C. have their own cages.
  - D. not allowed.

**Directions:** Read the question. Then write your answer using complete sentences on the lines below.

5. What problems may occur if students bring their pets to school?

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## Identifying Cause and Effect Relationships and More

**Directions:** Read the letter. Then read each question and circle the correct answer.

4419 San Teepass  
Tompres, IN 66341

March 13, 2006

Mr. Wayne Decker, Principal  
Ten Trails Elementary School  
8770 Capital Street  
Tompres, IN 66341

Dear Mr. Decker,

I am a fifth-grade student at Ten Trails Elementary School. You may not know who I am because I am new to this town and the United States. I would like to make a request concerning pets at school. I believe you should consider letting us bring pets to school. At my old school, students were allowed to bring pets under certain conditions.

Bringing a pet to school was a reward for making good grades and turning in all homework assignments for a month. The student and the pet had to follow certain rules at school. The animal had to be on a leash or in a cage, and it had to be quiet and not disrupt the other students. The pet had to be clean and not smell bad too. Certain animals from the farm, like goats, sheep, or ponies, were too large to bring to school. However, the principal did not mind students bringing small animals, like rabbits, hamsters, lizards, or cats.

I believe you are a reasonable and fair man, Mr. Decker. You always

seem to know the best way to handle students who do not follow the rules. Why not reward those of us who do our best at school? Allowing pets might encourage students to study more. It could also help students with poor behavior to act nicer and obey the rules. If students knew they would be rewarded for their good behavior, they might try harder to earn a “pet day.”

Many children have heard about my idea. They really like it and would like to vote on it. America is a great country, and here voting can make things happen. The teacher says that parents and other grownups would have to approve the idea. Please talk to us about having a pet day soon.

Sincerely,

*Galina Troski*

Galina Troski

1. Which phrase from the letter is persuasive?
  - A. I am a student
  - B. reward the students**
  - C. a newcomer to the school
  - D. parents and grownups
  
2. Galina’s old school was probably \_\_\_\_
  - A. located in the city.
  - B. located in the country.**
  - C. very crowded.
  - D. the same as her new school.

3. Why did students get to bring pets to Galina's old school?
- A. for Show and Tell
  - B. to study their habits
  - C. for making good grades**
  - D. the pets needed a place to stay
4. Pets at Ten Trails Elementary School are \_\_\_\_\_
- A. seen every day.
  - B. always welcome.
  - C. have their own cages.
  - D. not allowed.**

**Directions:** Read the question. Then write your answer using complete sentences on the lines below.

5. What problems may occur if students bring their pets to school?

**Answers will vary.**

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