



LETTER WRITING

Lesson Ideas

Below you will find a selection of letter writing and communication-themed, curriculum-linked lesson ideas and accompanying activity sheets written for primary and middle years students.

Broad learning outcomes

Using this curriculum material will assist students in achieving the following broad learning outcomes:

- Students will explore different forms of communication from the past and the present.
- Students will improve their letter writing skills.
- Students will recognise that letter writing remains an important skill, even in the age of digital technologies.

English

- Students to use the letter writing interactive to learn to write a personal or business letter.
- Students to brainstorm and list all of the possible ways that people communicate. What are their top five ways to communicate with friends and family?
- Students to complete the '**Communication Venn diagram**' activity sheet.
- Students to brainstorm and list different types and styles of letters. For example – thank you letters, invitations, business and personal letters. Discuss the similarities and differences between each style.
- Establish a letter writing time each week when students can practise their letter writing skills by writing to each other. Students to set up a posting box and delivery system for the letters.
- Students to write a procedure about how to write a personal or business letter or address an envelope.
- As a class, brainstorm words about writing and posting letters. Perhaps some of these could be the spelling words for the week.
- Students to discuss the similarities and differences between language that is acceptable in personal and business letters. Students to bring in some examples of personal and business letters from home (with permission).



LETTER WRITING

- Students to complete the ‘**What’s wrong with this letter?**’ activity sheet to find and correct spelling, grammatical and layout errors in a fictional letter.

Mathematics

- Students to record the number of items they receive in their letterbox over a period of two weeks. Sort the items into groups (e.g. personal letters, business letters, catalogues, bills, magazines) and graph the results.
- Students to develop a coded alphabet, write a letter using it and then deliver the letter to a friend to decipher.
- Students to calculate: If approximately 15 million text messages are sent every minute, how many are sent every half hour? Every hour?

Science

- Students to research historical writing resources. What materials were used to write with and to write on? Why do students think these materials were chosen and why were some successful and some unsuccessful.

Humanities and Social Sciences

History

- Students to research ancient forms of communication. What were they, how did they work and were they effective?
- Students to research famous personal letters throughout history. Students to choose their favourite and read to the class.
- Students to complete the ‘**History of communication timeline**’ activity sheet.
- Students to select a period of history and write a letter to a person from that period explaining what society is like today.

Geography

- Students to select a country that they are interested in and research to find out more about it. Then, if possible, locate a school (with the teacher’s permission and assistance) that may be interested in corresponding with them.



LETTER WRITING

Economics and Business

- Students to select a business that operates in the parcel/letter delivery sector (e.g. Australia Post, courier companies etc.) and research to find out more about its operations.

Civics and Citizenship

- Student to identify a civics issue that they are concerned about and then write to a local member of council or a minister explaining their concerns.

The Arts

- Students to practise writing with sticks or feather quills dipped in ink.
- Students to paint or illustrate an ancient form of communication as well as a current form of communication. Compare.
- Students to design a personalised seal to use when writing to friends. The seal could be printed on labels and stuck on the back of envelopes.
- Students to create a birthday card for someone special and post it to them.

Technologies

Design and Technologies

- Students to brainstorm possible communication technologies of the future. Students to draw and describe their potential technology.
- Students to research historical writing implements, then design and make the ultimate writing tool.
- Students to research 'Johannes Gutenberg' and the printing press.

Health and Physical Education

- Students to discuss the feelings they experience when they send or receive a card, letter or gift in the mail.
- Students to participate in a deliver the mail-themed relay race.



LETTER WRITING

Languages

- Students to research a non-English alphabet and try to use it to write a short greeting to a friend.
- Students to find out about non-spoken forms of communication such as Braille and sign language.
- Students to investigate how to say 'I have sent you a letter', or 'I have received your letter', in a language other than English.