

SECTION 3

Lesson 11

Parts of a Friendly Letter

A friendly letter has five parts—*heading*, *greeting*, *body*, *closing*, and *signature*.

The *greeting* is at the left **margin** and says “hello.” Each word is capitalized. Use a comma after the greeting.

Dear Karen,

Yesterday I watered your flower bed. Your snapdragons are blooming really well. I watered the garden too. I made an ocean in the garden.

Mom and I heard the oriole singing yesterday. The mockingbirds have a nest in the tree in the pasture. The tree swallow and sparrow nests are empty. The bluebird nest has baby birds in it.

Tomorrow we're going to Granddaddy's. We're going to pick strawberries for them. Don't you wish you could go?

The *body* is the main part. It has as many paragraphs as you want to write.

Do you like teaching Bible School? Come home soon.

The *signature* is the name of the person who wrote the letter. It comes under the closing.

Love,
Fred

The *heading* is the date and the writer's address. Capitalize and punctuate it properly. Always put a comma between city and state or province and between the date and year.

726 Hill Top Road
Front Royal, VA 22630
June 8, 1999

The *closing* is the “good-bye.” It begins with a capital letter and ends with a comma. It should line up with the heading.



Circle the correct choices.

6. A **glossary**, **guide word** is like a small dictionary. It has **entry**, **guide** words at the top of each page to guide you to the **entry**, **guide** word you want to find.
7. I **am**, **is** in third grade, and she **am**, **is** in second grade.
8. **To**, **Two** of Sarah's sisters went **to**, **too** the zoo **to**, **too**.

Many verbs show action—*jump, go, stop*. Some verbs, such as *were* and *is*, do not show action.



Underline the verbs that do not show action.

9. are was is skip am peep



Put an X after the phrase. In each sentence, underline the complete subject once and the complete predicate twice.

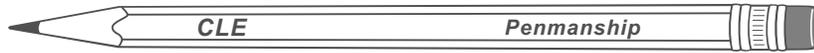
10. The faithful sheepdog guarded the sheep.
11. The Eskimos fished on the lake.
12. The beautiful colored trees X
13. Wanda and Sarah made scrambled eggs for breakfast.



Match the abbreviations and words.

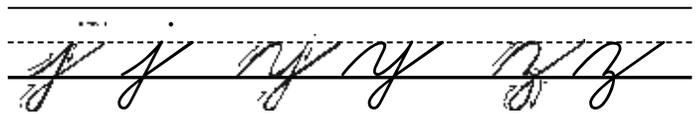
14. Tues. September
 Wed. March
 Sep. Tuesday
 Mar. Wednesday

Penmanship



Take time to work neatly and carefully. Think about what you are doing. You will feel better about yourself when you do your work correctly.

Remember to make good loops and slants in your letters.



Write the lowercase cursive *j*, *y*, and *z* five times on page 54.

- 15. Did you do your work neatly and carefully? **yes** **no**

S-P-E-L-L-I-N-G

WORDS TO SPELL 3

fell	stuff	mice	brace	carry
Miss	drew	decide	there	chair
who	news	grace	Tuesday	Tues.

Double the last consonant when a word has a short vowel and ends with *f*, *l*, *s*, or *z*: *bell*, *buzz*, *mess*, *cuff*.

Some words like *bus*, *is*, *was*, *if*, *as*, and *us* do not follow this rule. Can you think of others? Learn to spell them.



Circle the word that is spelled correctly. Write the others correctly on the blanks. Write cursive.

16.

mis

bus

fel

stuf

*Miss**fell**stuff*

When *c* is followed by *e*, *i*, or *y*, it usually says *s*. When it is followed by *a*, *o*, or *u*, it usually says *k*.



Circle *k* or *s* to show the sound of *c*. Underline the vowels that make *c* say *k* or *s*.

17.

grace

k

s

decide

k

s

carry

k

s



Write a spelling word in each blank. Write cursive.

18.

information about something that has happened

news

19.

to hold something while moving it

carry

20.

to prop up something

brace

21.

special help from God

grace

22.

title of respect for an unmarried woman

Miss

23.

a homophone for *their**there*

Cut out the spelling word bookmark for Section 3.

Writing a Friendly Letter

Today you will write a friendly letter. Do you know the five parts of a letter and where they belong? Do you know where punctuation marks belong in a letter?



**Put punctuation marks in the friendly letter.
Underline the letters that need to be capitalized.**

1.

2316 olive street
birdsville, md 20776
april 22, 1998

dear tony,

yesterday our class visited a milk plant. Some workers were filling jugs with milk. Others were making ice cream. There were many flavors of ice cream and they looked so good!

Roxie had four little puppies last week. They wiggle and squirm when they are hungry. One is black with white paws.

We found a tiny maple tree growing in our garden. I dug it up and planted it in the yard. I hope someday it will be a big shade tree.

love,
alex



Write a friendly letter on other paper. Check the box at each step as you do it.

- Write the name of the person you will write to.
- List a few things to write about.
- Start your letter on a clean sheet of paper. Use your best handwriting.

- Write the heading in the upper right corner.
- Write the greeting at the left margin.
- Write three or four paragraphs in the body of the letter.
- Write a good closing.
- Sign your name under the closing.



Proofread your work.

- | | | | |
|------|--|------------|-----------|
| ○ 3. | Is every part of the letter in the right place? | yes | no |
| | Did you use punctuation marks where they belonged? | yes | no |
| | Did you use capital letters where you needed them? | yes | no |
| | Are all the words spelled correctly? | yes | no |
| | Did you write neatly? | yes | no |

WE REMEMBER



Underline the complete subject once and the complete predicate twice.

4. Betty and Charlene visited the newspaper office.
5. They were printing advertisements.



Write a compound sentence, joining the two sentences with *but*.

6. The lightning flashed. The children slept peacefully.

The lightning flashed, but the children slept peacefully.

Lesson 12



Box the words that tell where to find these parts of books.

7. table of contents **in the front** in the back
8. glossary in the front **in the back**



Number the words in alphabetical order.

9. **2** show **1** might **3** size **4** tire



Circle true or false.

10. All the words in a heading are capitalized. **true** false
11. A closing ends with a period. true **false**
12. Names of cities and states are capitalized. **true** false
13. A greeting ends with a comma. **true** false

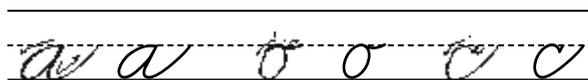
Penmanship



Proofread your handwriting. Check the slanted strokes and curves. Be sure the letters touch the right lines.

Compare your writing with the samples below.

Remember to keep the curved parts of the o, a, and c round. The lowercase o does not have a loop. Bring the ending strokes to the middle line.



Do your penmanship on page 54.

- 14. Write the lowercase cursive a, o, and c five times.

S-P-E-L-L-I-N-G



Write two sets of words that rhyme. Write cursive. Circle the vowels in the words that have the *ü* sound.

15.

who | *brave*
drew | *grace*

Or:
 there
 chair



Write the abbreviation. Write the word that rhymes with *clues*.

16.

Tues. | news



Write three two-syllable spelling words. Write cursive.

17.

decide | *Tuesday* | *carry*



Write spelling words that have consonant digraphs (*wh*, *th*, and *ch*).

18.

who | there | chair

Lesson 13

Using an Index

Some books have an **index** in the back. An index is a list of subjects that the book talks about. The words are listed in alphabetical order and have the page number where you will find that subject or word.