



Centenary education

Letter writing hints and tips for your students

Middle/upper primary

These letter writing hints and tips are designed to complement the Letter writing research project on the Centenary education website.

Students should follow these instructions when they write their letter:

1. Write their name and return school address in the top right-hand corner of the page.
2. Put the date on the left-hand side of the page.
3. The greeting goes below the date.
4. Underneath the greeting write the message, questions or information.
5. Write a sign-off or farewell (such as 'kind regards') under the message.
6. Sign their name under the farewell.
7. An optional postscript (PS) can be included at the bottom of the letter.

Addressing the envelope

The front of the envelope should have the following information:

1. The name of the recipient of the letters. This could be a teacher's name or a class number (e.g. Class 1A).
2. The name of the school.
3. The street address or PO Box number of the school.
4. The suburb and state/territory (written in capital letters).
5. Postcode (use postcode squares if they are available).
6. Postage stamp/s are attached in the top right-hand corner of the envelope.

Students should provide the following information on the back of the envelope (on the top flap that folds over):

1. their name
2. their class name/number
3. the school name
4. the school's street address or PO Box number
5. the school's suburb and state/territory (written in capital letters)
6. the school's postcode.



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Additional tips

- Students should write a draft of their letter first. Writing a draft, or even planning what will go in the letter, will mean that the point is clear and that the letter follows a logical sequence.
- Students should remember to think about what is written in their letters. The style of the letter (e.g. narrative, information etc.) is optional, but it is recommended that teachers read the content of any letter that is being 'posted'.
- Handwriting needs to be clear and neat so the recipient can read it easily.
- If letters are being decorated students need to make sure that they are securely sealed and don't include anything messy (e.g. glitter).
- Spelling and grammar needs to be correct. Encourage students to have their letters proofread before they are 'sent'.

