

Friendly Stan, the Friendly Letter Handyman

Congratulations on your purchase of this Really Good Stuff® **Friendly Stan, the Friendly Letter Handyman Poster**—an informative poster with an easy-to-remember visual for introducing and reviewing the parts of a friendly letter.

This Really Good Stuff® Product includes:

- **Friendly Stan, the Friendly Letter Handyman Poster**, Write Again® wipe-off laminate
- This Really Good Stuff® Activity Guide

Displaying the *Friendly Stan, the Friendly Letter Handyman Poster*

Before displaying the **Friendly Stan, the Friendly Letter Handyman Poster**, make copies of this Really Good Stuff® Activity Guide, and file the pages for future use. Or, download another copy of it from our Web site at www.reallygoodstuff.com. Hang the *Poster* where students will be able to see and interact with it easily.

Introducing the *Friendly Stan, the Friendly Letter Handyman Poster*

Gather students around the *Poster*, introduce Friendly Stan the Handyman, and talk about occasions when people write friendly letters such as: thank you notes, letters of apology or appreciation, and get well wishes. Ask students what a handyman does. (He makes sure things around the house work correctly.) Tell your class that Stan is going to help them learn about the parts of a friendly letter. Point to the heading, greeting, body, closing, and signature of Stan's friendly letter. Ask a volunteer to read the first line of the heading and tell what information is included (number and street). Continue to read and talk about the other two lines in the heading. Discuss in detail the placement and content of information included in each of the other four parts of a friendly letter. Culminate the lesson by suggesting that your children think about Friendly Stan whenever they write a friendly letter—the heading corresponds to his head, the greeting matches his mouth, the body of the letter is beside Stan's body, the closing is near his legs, and the signature is near his feet.

Capitalization and Punctuation Skills

With students gathered around the *Poster*, announce, "Today we are going to talk about the use of capital letters in each part of a friendly letter. Who remembers the name of the first part of a friendly letter?" Call on a volunteer to locate the heading on the *Poster*. If necessary, remind students that the heading is located in the top right corner of a friendly letter and has three lines which all begin directly underneath each other. Ask a volunteer to read the first line and to review the information. Using a dry erase marker, draw three lines under the *D* in *Drill* and explain why it is capitalized. Tell students that in this letter, it is the name of a particular street which is a proper noun. Next, draw three lines under the *D* in *Drive* and explain that it is capitalized because it is another name for the street. Continue to examine the friendly letter pointing out each capital letter and why it is capitalized: The city, state, month, first word in the greeting, proper names including *Boys and Girls* (because in this case they are used like names), first word in each sentence, in the closing, and one's signature.

Use the *Poster* to review punctuation marks. With the dry erase marker, circle each mark of punctuation and discuss why it is needed: Commas are placed between the city and state, in a date, after the greeting, and at the end of the closing; periods at the end of sentences; and question marks at the end of a question.

A Letter to Friendly Stan

Have your students write a reply to Stan's letter. Copy and distribute the *Friendly Letter Reproducible*. Encourage students to use the *Poster* as a reminder of what information to include and where to put it in their letter. Talk about how to make friendly letters interesting and the types of information they may want to share with Stan. Save students' letters in portfolios as baseline samples to assess their friendly letter-writing progress.

Friendly Letter Practice

Provide students with numerous opportunities to practice writing friendly letters. Be sure to discuss other closings, such as *Yours truly*, and *Sincerely*, and a variety of abbreviations like *Mrs.*, *Mr.*, *Ms.*, *Prof.*, *Dr.*, *St.*, and *Ave.*

1. Instead of sending home printed permission slips for field trips, invitations to Open House or Parent/Teachers Night or class activities, and requests for help or contributions for your classroom, have your students write letters. Vary the task and motivate your class to write good letters by announcing that you will be choosing the best letter (based on grammar, format, neatness, and content) to copy and send home as the class notice.
2. Have students write friendly letters to request information about their state or city from the local Chamber of Commerce.
3. Instruct students to write letters to servicemen and women to express their appreciation for service to our country.
4. Require students to use a modified heading format (just the date) of a friendly letter in their journals. You can then reinforce their friendly letter-writing skills by using the format when you respond to their journal entries. If a student repeats the same mistake (such as forgetting to capitalize certain words or omitting/using the wrong punctuation mark) in setting up his or her journal entry, highlight the correct way in your response.
5. Set up a network of pen pals within your school, town, state, or in another state or country so that your class will not only write letters, but they will also receive letters.

Envelope Activities

Instruct your class on how to address an envelope. Use a large envelope or a draw one on the board or a piece of paper. Review information on the *Poster* and address an envelope from Stan to your class. Discuss the sender of the letter (Handyman Stan) and where he lives (4 Drill Drive, Toolville, CT 06468). Model how to write the sender's information in the upper left-hand corner of the envelope and point out the capitalized letters and punctuation marks. Tell students that the recipient's information is located in the middle of the envelope. Review the two addresses on the envelope and the

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<p>Handyman Stan 4 Drill Dr. Toolville, CT 06468</p> <p style="text-align: center;">(teacher's name)'s Class (name of school) (school's street) (city, state, and zip code of school)</p>	<p>STAMP</p>
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crayons or markers to add a face, appropriate clothes, and a background. Ask another student to read the second instruction. Suggest that students put all of the labels on the paper prior to gluing to make sure they are placed correctly.

Before the class starts the assignment, discuss what makes the *Friendly Stan Poster* so eye-catching—the use of colors, the expression on his face, his clothes, his shoes, his toolbox, and his catchy name. After students complete this activity by writing their friendly letter, have them address a corresponding envelope. Ask students to share their pals, letters, and envelopes and then display them on a bulletin board. Have the class vote for their favorite friendly letter pal and perhaps provide the winner with a boxed stationery set.

capitalization and punctuation needed for each. Have your class continue practicing their envelope addressing skills. Provide envelopes for your students and have each of them address an envelope for themselves from you. Then, collect them and use them to mail notes of encouragement.

Vote for Your Favorite Friendly Letter Pal

Copy and distribute the *Friendly Letter Pal Reproducible*. Pointing to the *Poster*, tell students that they are going to create their own friendly letter pal like Friendly Stan, the Handyman. Begin by brainstorming a list of different types of occupations, hobbies, and interests and writing them on the board. Call on students to share what type of person they might draw as their letter pal and what name they might use. Suggest names, such as Dancing Darlene, the Friendly Letter Ballerina; Astroid Alex, the Friendly Letter Astronaut; Touchdown Tom, the Friendly Letter Quarterback; and Birdie Bettie, the Friendly Letter Golfer. Instruct your class to use

Catch a Tune

Use this song (sung to the tune of “If You’re Happy and You Know It”) to help young children remember the parts of a friendly letter:

- When you write a friendly letter, write a **HEADING**.
- When you write a friendly letter, write a **GREETING**.
- When you write a friendly letter, write a **BODY** and a **CLOSING**, And a **SIGNATURE** will end your friendly letter.

Assessment Made Easy

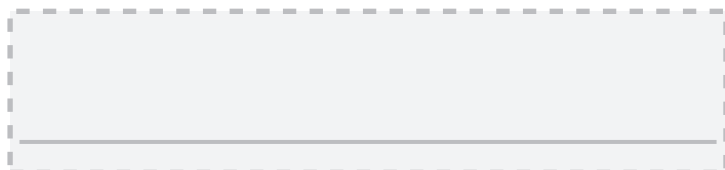
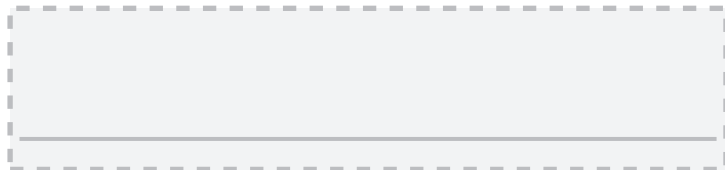
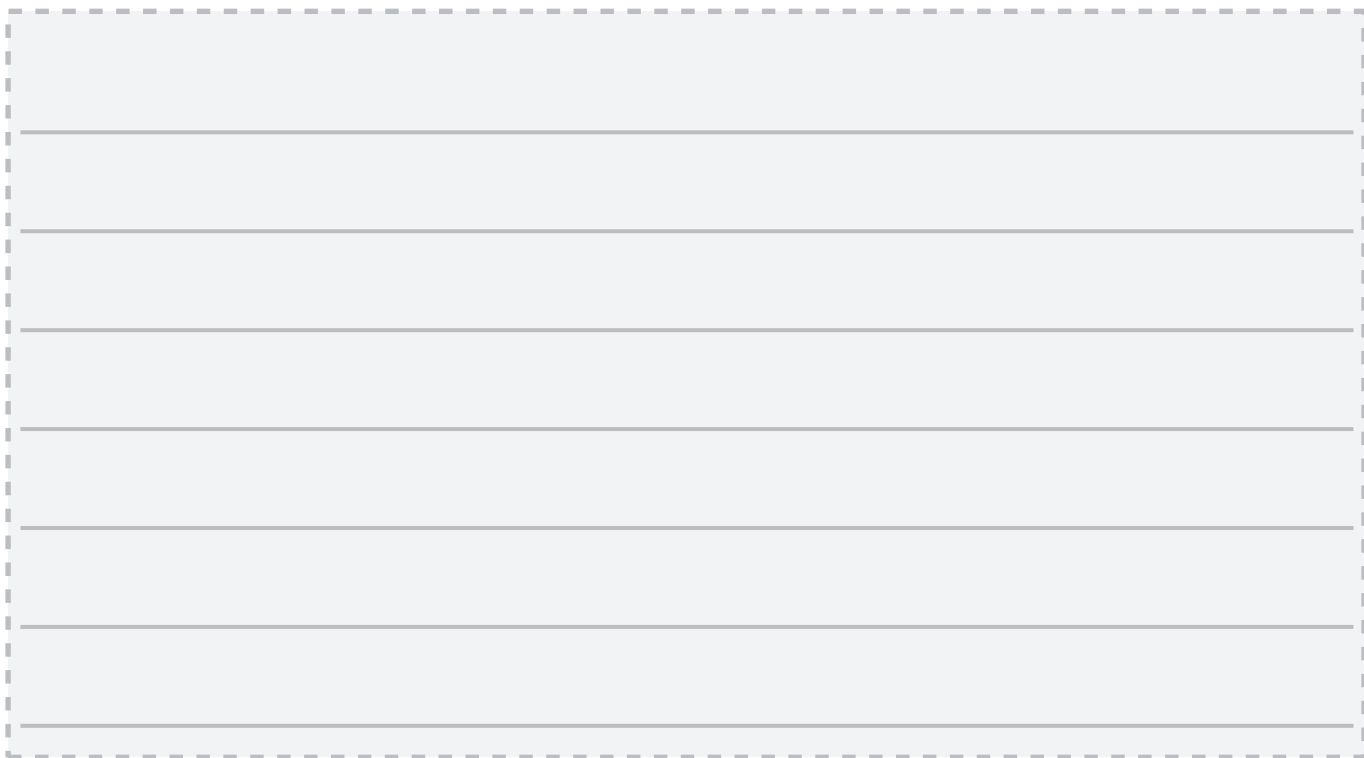
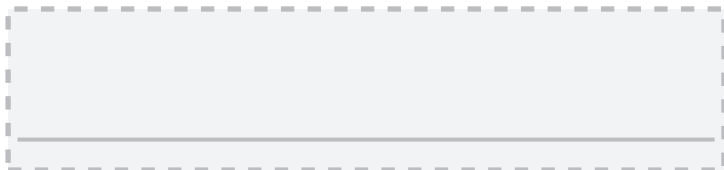
Use a rubric to evaluate your students’ friendly letter-writing skills.

Friendly Letter Sample Rubric

Criteria	Needs Improvement	Satisfactory	Good	Excellent
FORMAT heading, greeting, body (including indenting), closing, and signature	Most parts are out of place or missing.	2/5 of the parts are out of place or missing.	All parts complete—only one out of place.	All parts complete and properly placed.
CAPITALIZATION heading, titles, proper nouns, closing, pronoun “I”, and beginning of a sentence	Very little or no evidence of understanding capitalization.	Some evidence of understanding capitalization.	Good use of capitalization— one error.	Clear understanding of capitalization— no errors.
PUNCTUATION at end of abbreviations, between city and state, in date, as well as at end of the greeting, closing, and of sentences	Little or no punctuation.	Some basic punctuation.	Good use of punctuation with one error.	Perfect use of punctuation— no errors.
CONTENT	Lacks content and interest.	Makes fair attempt to communicate with recipient.	Catches recipients’ interest, gives information, and asks at least one question.	Maintains recipient’s attention, uses interesting words and phrases, and encourages the recipient to reply.

Name: _____

Write a letter to Friendly Stan and draw a picture of yourself in the background.



Friendly Letter Pal

Draw your Friendly Letter Pal Here

_____ **the Friendly Letter**

1. Design your own Friendly Letter Pal. 2. Cut out the labels and glue them in the correct spaces to label the parts of a friendly letter. 3. Write a friendly letter to your Friendly Letter Pal.

Body	Closing	Heading	Greeting	Signature
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