RULE SHEET

Writing a postcard or an email



A postcard or an email to a friend has five parts: **greeting**, **first line**, **news**, **last line** and **ending**. Use the **present progressive** for now: We**'re staying** in a tent. Use the **simple past** for finished actions: Yesterday we **went** to the beach.

The five parts

Part	Examples
greeting	Dear Grandma, · Hi Ben, · Hello Mum and Dad,
first line	Greetings from Cornwall! · How are you? · Here is a postcard from Spain.
news	where you are · the weather · finished actions · what you are doing now · food
last line	See you soon! · Write back soon! · Say hello to Max!
ending	Love, · Lots of love, · Best wishes, · Bye for now, + your name

Joining ideas

Word	Use	Example
and	another thing	We swim **and** we play tennis.
but	a contrast	It's sunny, **but** it's windy.
because	the reason	I'm happy **because** the hotel has got a pool.
so	the result	It rained, **so** we went to a museum.
First · Then · At lunchtime · In the evening	time order	**First** we had breakfast. **Then** we walked to the castle.

Watch out! Comma after the greeting and the ending: Dear Ben**,** · Love**,** Mia · Capital letters for places: **C**ornwall, **P**aris · Greetings **from** Wales! (not: of) · Now: We**'re having** a great time. Finished: We **had** a picnic.

PRACTICE 1

Name: _____ Class: _____ Date: _____

Start and end

1 **Is it a start or an end? Tick.**

1. Dear Aunt Ruby, ○ start ○ end
2. See you soon! ○ start ○ end
3. Lots of love, Sam ○ start ○ end
4. Greetings from Wales! ○ start ○ end
5. Hi Zoe, ○ start ○ end
6. Write back soon! ○ start ○ end
7. How are you? ○ start ○ end
8. Bye for now, Hana ○ start ○ end

2 **Complete the postcard with the words from the box.**

Dear	from	weather	staying	Love	soon

1. _____ Grandad,
2. Greetings _____ Devon!
3. We're _____ on a farm near the sea.
4. The _____ is hot and sunny.
5. See you _____!
6. _____, Emma