

How to Write a Letter?

October, 26th, 2006

Dear Dan,

I understand that you have problems in school. I would like to give you some advice and help you solve them.

I think you should invite some kids to a movie or to a small party in your house - that's a good way to meet new friends.

You also may invite some new students and to do your homework together - by that you can meet new friends, and you can get better grades.

I hope you will follow my advice,

Yours,
Aviv

A. Date: the date is written in the right side of the letter and the name of the month is written before the day number, with a capital letter.

B. Opening: every letter opens with the word "dear" and the name of the person who will get the letter. After the opening we write "," (comma).

C. Reason: write a short paragraph about the reason you are writing the letter -why do you write the letter?

D. Content: write the content of the letter, which contains the main idea of it. In this part you can use modals, such as:

1. Should = כדאי
2. Can = יכול
3. May = אפשרי; יכול
4. Must = חייב
5. Mustn't = אסור

E. Ending Sentence: the last sentence in the letter.

F. The ending of the letter: the ending of the letters is written in this way:

Yours,
Your name

It is written in the right side of the letter.