



What Is This Module About?

How are you today? Do you sometimes wonder why people need to write when it is so much easier to talk? If you could just keep talking all the time, you probably would not need to write down what is on your mind or what you feel. However, you are not able to speak all the time. Think about these situations:

A good friend of yours just moved to another province. You could call him/her over the phone, but that would be very expensive. It would be expensive to call him/her up everyday just to say hello and keep in touch. Can you think of another way to keep in touch with your friend?

Or, your rural health officer is asking you to deliver a message to the Barangay Captain. Would you be able to relay all the important points to him? Would you be able to make sure that you did not forget anything? Can you think of a good way to deliver the message accurately and effectively?

Have you encountered these situations in your own life? These situations illustrate the need to write. As you can see, you cannot always talk all the time. You need to be able to write as well, so you can still communicate with other people even if you cannot speak to them directly.

There will be three lessons in this module:

Lesson 1 — *Is the Message Clear?*

Lesson 2 — *Do You Know Me?*

Lesson 3 — *My Dear...*



What Will You Learn From This Module?

By now you must be very familiar with sentences, right? You use sentences to tell people what you are thinking or feeling. In this module you will use the different kinds of sentences that you have learned about. You will use these sentences to write letters and notes. You will also learn how to write effective paragraphs.

After completing this module, you should be able to:

- ◆ write a short note using simple sentences;
- ◆ write complex sentences using pronouns and conjunctions;
- ◆ write a well-organized, grammatically correct paragraph with correct punctuation, capitalization and spelling;
- ◆ write a short paragraph that gives information about yourself; and
- ◆ write a short letter.

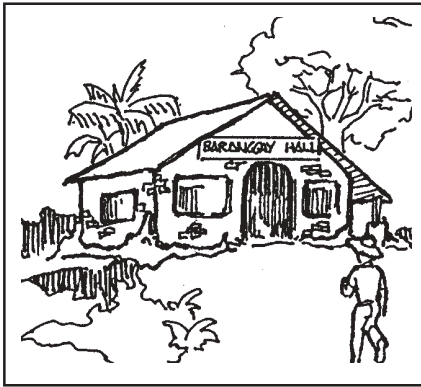
Are you ready to begin? First, you should find out how much you already know about this topic. Try doing the activity on the next page.



Let's See What You Already Know

Why don't you check how much you already know about writing letters and simple notes. Try doing the following exercises:

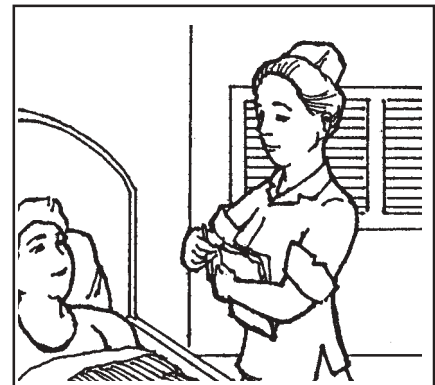
- A. Write an interesting sentence about each picture shown below. If you look at the first example, you will see that the sentence has already been written for you. Use this sentence as an example.



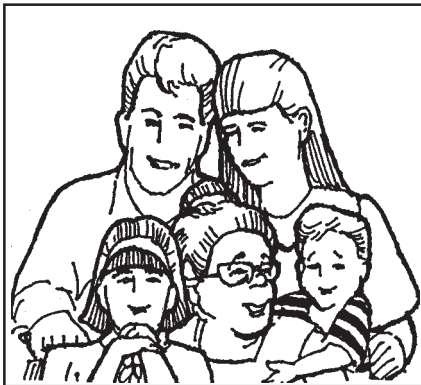
1. Barangay Hall
This is our Barangay Hall.

This is where we hold our barangay meetings.

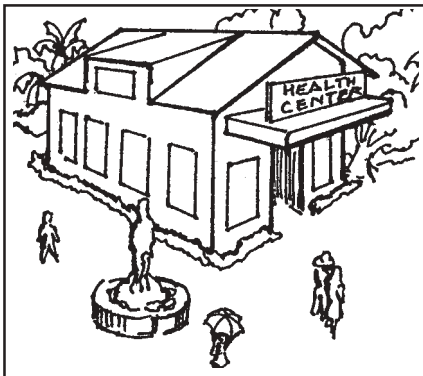
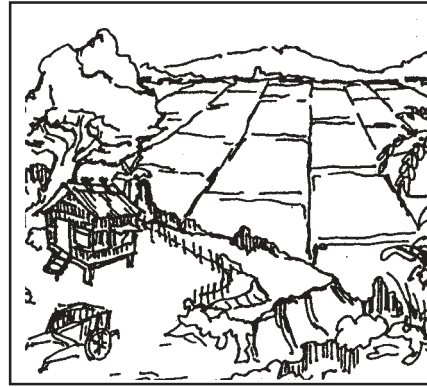
2. Nurse
This is our nurse at the health center.



3. Family
This is our family.



4. Farm
This is our farm.



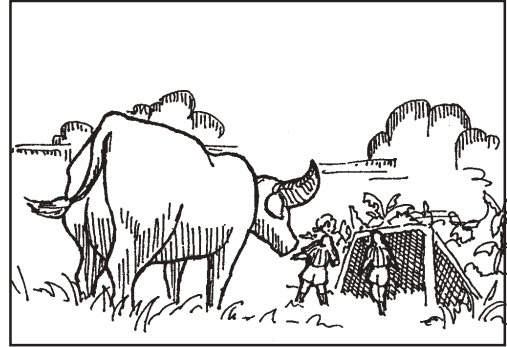
5. Health Center
This is our health center.

- B. Study the following pictures. Then look at the sentences beside them.
Underline the correct word in the parentheses (_____) to make the sentence complete and correct.



1. (This, These) boys are playing football. (He, They) are having fun.

2. While they were playing (a carabao, two carabaos) suddenly (come, came) into their playground. (The boy, The boys) were shocked.



3. (He, They) stopped their game. They got a stick (because, so) they could chase the carabao away. The carabao (go, left) quickly.

4. The children went on with (his, their) game.



5. After playing, (he, they) all went to the river for a swim.

C. Read the paragraph below:

Jose Reyes, Jr. is in the 5th Grade, Section 3. He is studying in Porac Elementary School in Bgy. Porac, Botolan, Zambales. His teacher is Mrs. Elvie Manimbo. Yesterday, Jose was absent from class because of a stomachache.

Pretend that Jose is your son. You have to write an excuse letter for him. Supply the correct information below to complete your letter. You can find the information in the short paragraph you have just read. If you are asked for a date, use today's date.

(address)

(date)

(name of the teacher)

(grade and section)

(name of school)

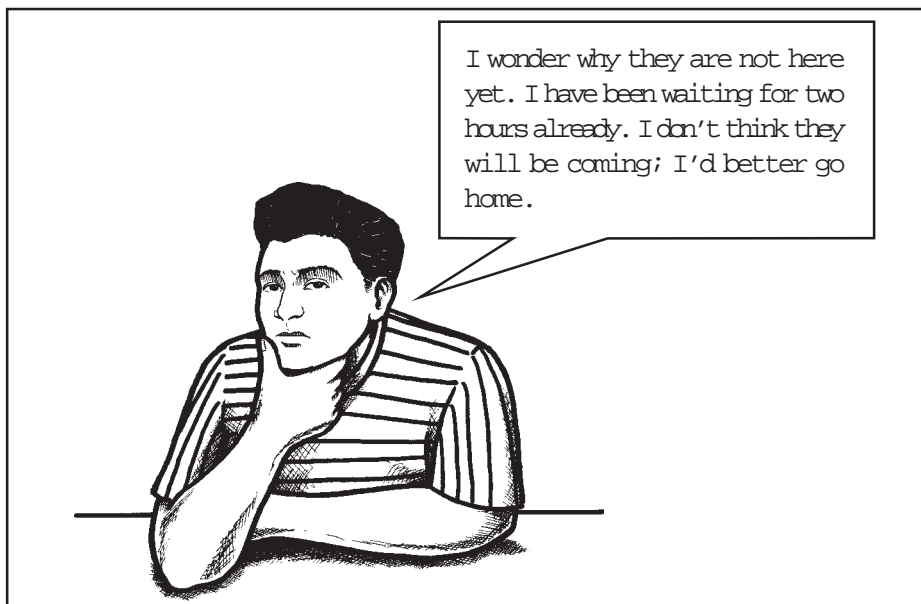
(town and province)

Dear Ms./Mrs./Mr. _____

Very truly yours,

(name and signature of parent)

Is the Message Clear?



Have you experienced this before? Maybe the person you were waiting for forgot that you were supposed to meet.

What should you do so that this does not happen?

You can write a note or a message to help both of you remember. It is easy to write, and your message does not have to be long. It should also be easy to read. That way, you and others will not forget about the meeting.

In this lesson, you will learn the importance of writing a note or a message. After studying this lesson, you should be able to:

- ◆ explain the effective way of writing a note or a message;
- ◆ identify things you should remember when you are writing a note or a message; and
- ◆ write a short message or note.



Let's Read

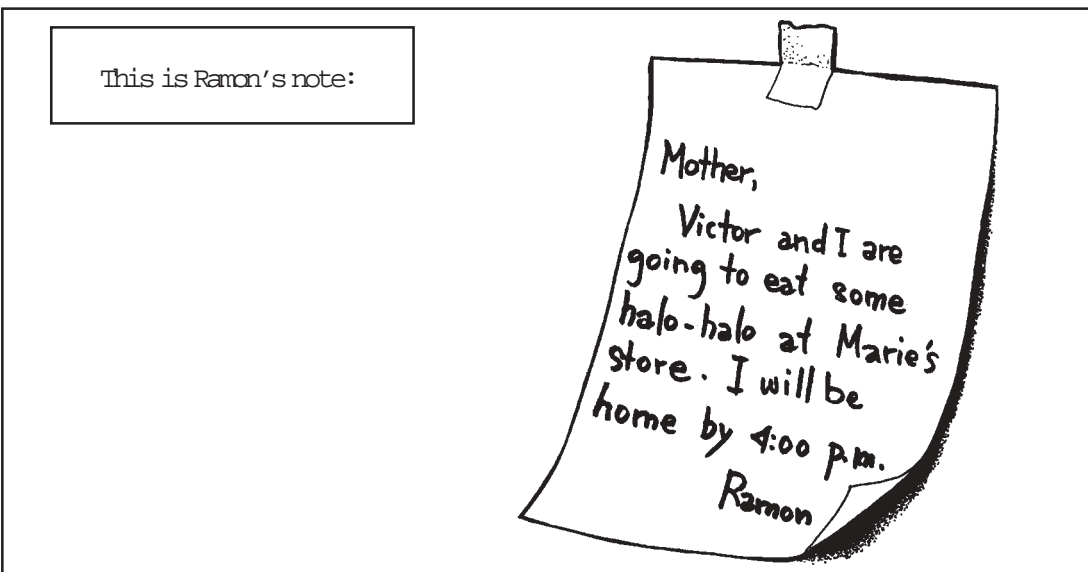
Read the following conversation between Victor and Ramon.

It is the month of April. The weather is very hot. Ramon is alone at home. He is thinking of what he can do to cool himself. While Ramon is thinking, Victor knocks on the door.

Hi Ramon! Why don't we go to Marie's store this afternoon. They say that the halo-halo there is very good.

You are heaven-sent, Victor! I was just thinking of a way to cool myself off on this hot day!

Well, here I am! Don't worry about money, Ramon. I'll pay for our snack.



What can you say about Ramon's note? If you were Ramon's mother, would you know where Ramon had gone? How about what he is doing and what time he will be back?



Let's Study and Analyze

Read Ramon's note to his mother once more. How many sentences did he write? Did Ramon write his sentences clearly? Is his note easy to understand?

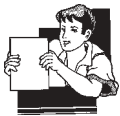
Below is the message that Ramon wrote. Encircle the words that tell you **who** the sentence is referring to. Underline the words that explain something about the person referred to (*for example: what the person is doing or where the person is going*).

Mother,

Victor and I are going to eat some halo-halo at Marie's store. I will be home by 4:00 p.m.

Ramon

Do you want to know if you answered correctly? Read on to find out.



Let's Learn

Let us look more closely at Ramon's note. If it is effective, you should be able to answer the following questions by studying Ramon's note very well.

Who is/are the subject/s of the message? _____

-----.

(The subject of Ramon's note [who it is about] is *Victor and I*.)

What are Victor and Ramon going to do? _____

_____. (They are going to eat some halo-halo.)

Where will they eat halo-halo? _____

(Victor and Ramon will eat halo-halo *at Marie's store.*)

When will Ramon be back? _____

_____. (Ramon will be home *by 4:00 p.m.*)

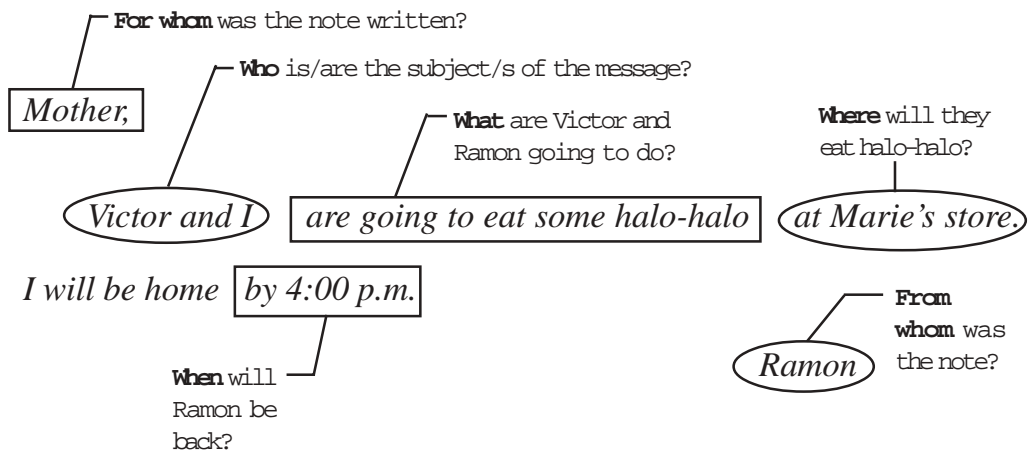
For Whom was the note written? _____

_____. (Ramon's note is for *his mother.*)

From Whom was the note?/ Who wrote the note? _____

_____. (The note was written by *Ramon.*)

Let's study Ramon's note once more. Look at the diagram below:



Were you able to identify who was being referred to in Ramon's message? How about what they were going to do and where they were going? You have just been shown how to write a note or a message that is clear and easy to read.



Let's Remember

A note or a message is made up of sentences. These sentences should answer these four questions:

Who?

What?

Where?

When?

Who? – This refers to a person or persons, perhaps even yourself.

What? – This refers to what you or another person will do, or what you and another person did.

Where? – This refers to the place where it will happen.

When? – This refers to the time when it will happen or the time it happened.

It should also be clear **whom** the message is for and **who** wrote the message.



Let's See What You Have Learned

- A. Read the situation below. Study the message carefully, then answer the questions.

EMERGENCY

Susan and her youngest brother, Pepe, are alone in the house. She is reading newspapers in the living room while Pepe is playing by himself. Susan does not see him climb up a chair and then jump. Pepe falls and hits his head on the floor. His head starts to bleed. Susan asks her neighbor to help her bring Pepe to the hospital. She knows her mother will be home soon, and she thinks of leaving a message for her mother.

This is the message that Susan wrote:

4:30 p.m.

Mother,

Pepe fell from a chair and his head is bleeding. We are going to bring him to Capitol General Hospital in town. Please follow us there.

Susan

Answer these questions:

1. **Who** is/are the subject/s of the message?

2. **What** happened?

3. **When** did this happen?

4. **Where** was Pepe brought?

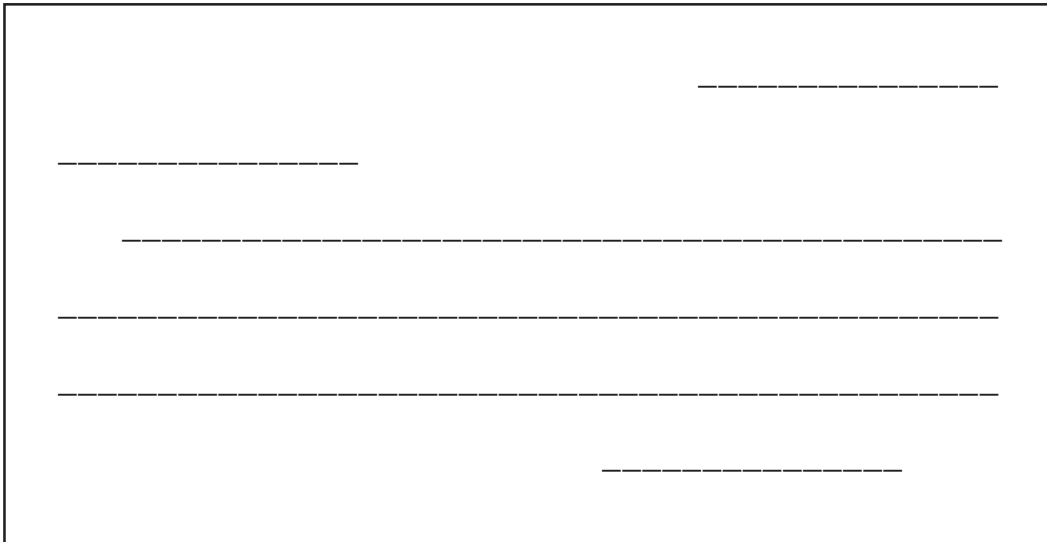
5. **For whom** was the message?

6. **From whom** was the message?

7. How many sentences were used?

8. Is the message clear?

- B. Now it's your turn to write a message. Make believe that you and your friend are supposed to attend a birthday party together. The party is at 3:00 p.m. in Fely's house. Write a note to your friend to remind him/her of your plans.



Read your message again. Then answer the following questions:

1. Did your message answer the following questions?
 - a. Who is the message referring to? Yes ____ No ____
 - b. What is that person supposed to do? Yes ____ No ____
 - c. Where will it happen? Yes ____ No ____
 - d. What time will it happen? Yes ____ No ____
2. Did you use complete sentences? Yes ____ No ____
3. Did you write whom the message is for? Yes ____ No ____
4. Did you sign the message? Yes ____ No ____

Check your answers with those found in the *Answer Key* on pages 46–47.



Let's Remember

When you are writing a note to someone, it is important to give that person the information needed to understand the message. Imagine a news report that did not tell you when something happened? Wouldn't you be confused about the report? You would not know if that news report happened today or ten years ago. Can you imagine a news report about a fire that did not say where it happened? Wouldn't you wonder where the fire was? You might also be worried about your relatives, because you would not be sure where the fire happened.

Whenever you write a note, always ask yourself the following:

Who am I talking about (who is the subject)?

What did/will the subject do?

Where did/will this happen?

When did/will this happen?

Also, don't forget to write the name of the person who will read the note (**for whom**). You must also remember to sign the note. That way, the person reading the note will know who wrote it (**from whom**).



Let's Try This

Here are some more activities for you to practice your skill in writing notes:

- A. You are going to be late for the *barangay* meeting. If you walk, you will be late, but if you use your older brother's bicycle, you can be there on time. If you take your brother's bicycle, he might get mad at you. You decide to leave him a message to inform him that you borrowed his bicycle.

Before you write the message, think about what you are going to say. Make sure you give all the information. Remember the questions **who**, **what**, **when** and **where**, as well as the **for whom** and **from whom**.

Dear *Kuya Jose*,

B. You can be more imaginative in this exercise. Write a message reminding your friend that you will meet after an event that both of you will attend. Remember to give your friend all the information he/she needs to understand your message.

Did you make sure of the following:

1. Did you write whom the message is for?
2. Did you sign the message?
3. Is your message clear?

Compare your answers with the sample answers found in the *Answer Key* on pages 47–48.



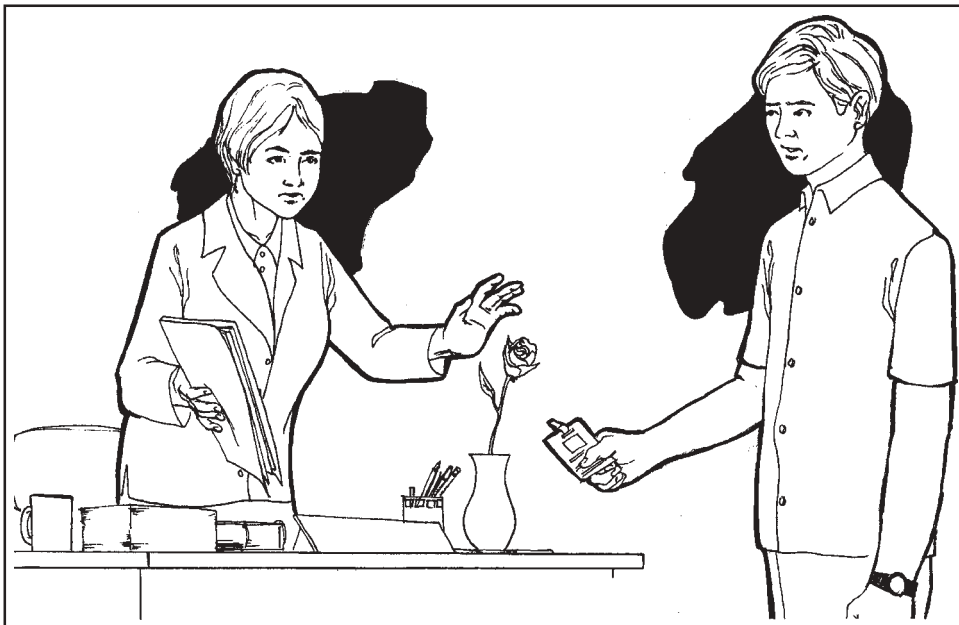
Let's Remember

In this lesson you learned how to write a short note. You also learned the importance of writing a clear and effective note. Without giving the proper information, the person reading your note will not be able to understand what you mean.

When writing a note or a message, you have learned that your note must answer the questions *who*, *what*, *when* and *where*. It must also answer the questions *for whom* and *from whom*. If your message can answer these questions, then you can be sure that you have written it clearly.

Do You Know Me?

You are in the municipal hall to pick up some documents. Before the people in the office can release the documents, you must show them an identification card (ID). You show them your ID but they say that it is not acceptable because it does not have complete information.



Has this situation ever happened to you before? Or maybe you needed to fill up a form that required you to give information about yourself. You may have also experienced having to introduce yourself to another person at one point.

In this lesson, you will learn how to introduce yourself properly by writing something about yourself. After completing the lesson, you should be able to:



- ◆ provide necessary information when introducing yourself;
- ◆ write connecting sentences to form a paragraph; and
- ◆ write information about yourself in a paragraph.

Are you ready to begin?



Let's Try This

Below is an example of an identification card:

Postal Administration of the Philippines		POSTAL IDENTITY CARD	0218	
 UNIVERSAL POSTAL UNION CENTRAL JAN 01 1950 Post Office	Nb.	Valid Until		
	02122818	December 02, 2004		
	Surname	dela Cruz		
	First name (S)	Juan		
	Occupation	Farmer-Fisherman		
	Nationality	Filipino		
	Address	606 V. B. Hilario St. Lagundi, Morong, Rizal		
Holder's Signature				


Do you have an identification card of your own? Take a look at your ID and compare it with the one above. If you do not have one, then try to borrow from someone you know who has. Take note of the information that you find in both ID cards. Write down the information if you want to.

Think about the times you have used your identification card. For what purpose did you use it? Why was it useful?



Let's Study and Analyze

Pictured below is a sample ID of Dr. Rodrigo Badayos. The information given in the ID is not complete. Study the ID and take note of the information that is given.

	Address: <u>Los Baños, Laguna</u>
Name: _____	Civil Status: <u>Married</u>
Occupation: _____	Number of Children: _____
Birthplace: <u>Calamba, Laguna</u>	
Birthdate: <u>November 12, 1948</u>	
Color of Hair: <u>Black</u>	
Height: <u>5'7"</u>	

If you noticed, there is some missing information in the identification card.

Now, read the sentences below. Using the data that they provide, complete the ID above. Use the data in the ID card to complete some of the sentences. (For sentence (c), assume that the present year is 2001).

- a. Dr. Rodrigo B. Badayos is a soil scientist.
- b. The height of Dr. Rodrigo B. Badayos is _____.
- c. Dr. Rodrigo B. Badayos is _____ years old.
- d. The color of Dr. Rodrigo B. Badayos' hair is _____.
- e. Dr. Rodrigo B. Badayos lives in _____.
- f. The ID of Dr. Rodrigo B. Badayos states his civil status as _____.

g. Dr. Rodrigo B. Badayos has three sons.

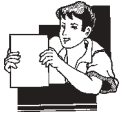
Compare your answers with those found in the *Answer Key* on page 48.

Were you able to find the necessary information to complete the ID card and the sentences? If you were able to complete them correctly, then very good!

Take a look at the sentences you have completed above. Now, take some time to write them all down into a paragraph. When you are done, read your paragraph aloud. Your paragraph should look something like this:

Dr. Rodrigo B. Badayos is a soil scientist. The height of Dr. Rodrigo B. Badayos is 5'7". Dr. Rodrigo B. Badayos is 53 years old. The color of Dr. Rodrigo B. Badayos's hair is black. Dr. Rodrigo B. Badayos lives in Los Baños, Laguna. The ID of Dr. Rodrigo B. Badayos states his civil status as married. Dr. Rodrigo B. Badayos has three sons.

How did your paragraph sound while you were reading it aloud? How many times did you pause? How many times did you say the name *Dr. Rodrigo B. Badayos*? Do you think there is a better way of writing this paragraph? If you think there is, then you are correct! There is a better way to write your paragraph. Let's find out how!



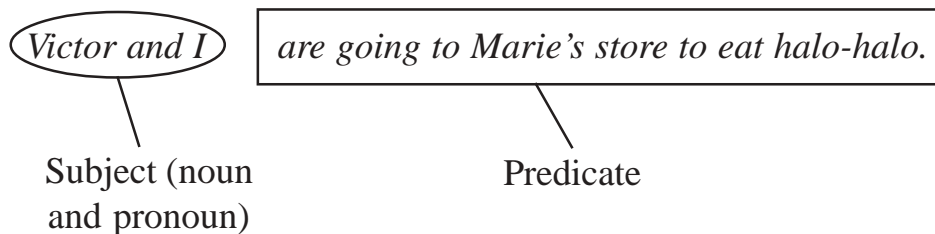
Let's Learn

In the previous activity, you were asked to complete some sentences. By themselves, these sentences do not automatically make a paragraph. However, you can use these sentences to construct one. How do you do this? Read on to find out.

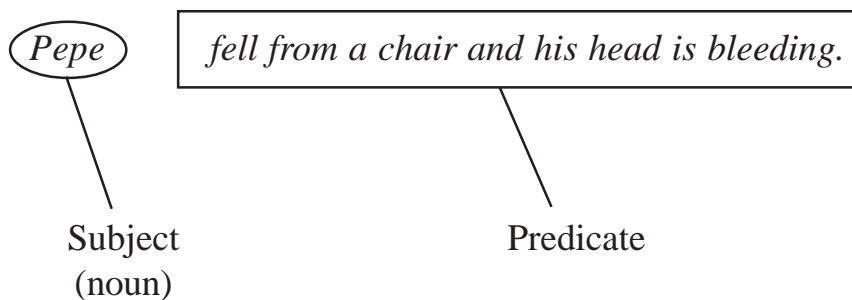
Let's review what you already know about sentences.

A sentence has a **subject** and a **predicate**. The **subject** can be a person, place or thing. A noun or pronoun is used for the subject. The **predicate** tells us something about that person, place or thing. It has a *verb* or action word that tells something about the subject.

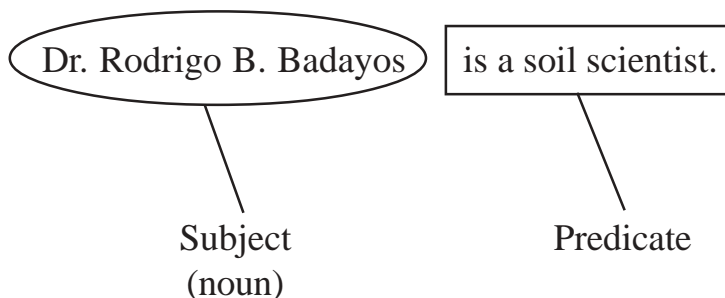
Look at the example below. Remember Ramon's note to his mother?



Here is another example. This is from Susan's note to her mother.



Now look at the sentences about Dr. Rodrigo B. Badayos. Let's try to identify the subject and the predicate.



Have you refreshed your memory already? By now you must be excited to learn how to write your paragraph in a way that is easier to read. Here are some things you need to know before you start:

1. You can substitute a noun with a **pronoun**.

When you write many sentences with the same subject, you can replace the noun with a pronoun. Pronouns are words that can take the place of nouns, so you don't have to write the noun over and over again. Some examples of pronouns are: *he, she, they, I* and *we*. So in our paragraph about Dr. Rodrigo B. Badayos, we can replace the noun (Dr. Rodrigo B. Badayos) with pronouns so the paragraph sounds better when you read it.

Let's try to connect the following sentences using pronouns:

- a. Dr. Rodrigo B. Badayos is a soil scientist.
- b. Dr. Rodrigo B. Badayos is 5 feet 7 inches tall.

Look at the connected sentences using pronouns:

Dr. Rodrigo B. Badayos is a soil scientist. He is 5 feet 7 inches tall.

Now you can try connecting sentences yourself. Connect the sentences below. Use the pronouns *he* and *she* instead of writing the nouns again.

- a. Mang Jose is a mailman. Mang Jose is 40 years old.

- b. Lita is from Pampanga. Lita is 14 years old.

- c. Aling Maria is the wife of a farmer. Aling Maria lives in Davao.

2. You can combine sentences using connecting words and phrases called **conjunctions**.

Instead of writing down two sentences, you can use a conjunction to make them into one sentence. When you use a conjunction, you don't need to write down the noun of the second sentence. Some examples of conjunctions are *and*, *but* and *or*.

Let's try to combine the following sentences using conjunctions:

- a. Dr. Rodrigo B. Badayos is 5 feet 7 inches tall.
- b. Dr. Rodrigo B. Badayos is 53 years old.

Dr. Rodrigo B. Badayos is 5 feet 7 inches tall and is 53 years old.

Look at the connected sentences using conjunctions. Notice that the noun of the second sentence was not written, but replaced with the conjunction "and."

Below is an example of a sentence using the conjunction *but*. The two sentences to be combined are:

Benny wants to go to the fiesta.

Benny cannot get out of bed because he is sick.

Here are the two sentences combined:

Benny wants to go to the fiesta but he cannot get out of bed because he is sick.

Below is an example of a sentence using the conjunction *or*. The two sentences to be combined are:

Geraldine can ask Dianne to go with her.

Geraldine can also ask Jill to go with her.

Here are the two sentences combined:

Geraldine can ask Dianne or Jill to go with her.

Now you can try combining sentences yourself. Combine the sentences below using the conjunctive word *and*.

- a. Mrs. Rosa Cruz is a teacher. Mrs. Rosa Cruz has two children.

- b. Pina is helpful. Pina is hardworking.

- c. Israel is 35 years old. Israel is 5 feet 7 inches tall.

How did you do? You can check your answers with those found in the *Answer Key* on pages 48–49.



Let's Try This

Remember that you are trying to write a paragraph. You have already started writing your paragraph about Dr. Rodrigo B. Badayos. The first three sentences of your paragraph have been written for you already.

Dr. Rodrigo B. Badayos is a soil scientist. He is 5 feet 7 inches tall and is 53 years old. He has black hair.

Continue writing the paragraph with the sentences below. Use pronouns to replace the nouns. These sentences will be the fourth and fifth sentences of your paragraph.

- a. Dr. Rodrigo B. Badayos lives in Los Baños, Laguna
- b. Dr. Rodrigo B. Badayos is married.

He lives in Los Baños, Laguna. He is married.

Now take the fifth sentence and combine it with sentence *b* below. Use the conjunctive word *and*.

- a. He is married.
- b. Dr. Rodrigo B. Badayos has three sons.

He is married and has three sons.

Now you can form a paragraph from the sentences in the boxes above! Your paragraph should look something like this:

Dr. Rodrigo B. Badayos is a soil scientist. He is 5 feet 7 inches tall and is 53 years old. He has black hair. He lives in Los Baños, Laguna. He is married and has three sons.

Read the paragraph aloud. How did it sound? Read the paragraph in the first activity (inside the box on page 23) and then read the one above. Which one sounds better?



Let's See What You Have Learned

Write a short paragraph about a family member or a friend. You can describe the person and write about how he/she looks, what he/she enjoys doing, and other things you might find interesting about the person. Remember to make your paragraph easier to read by using pronouns and conjunctions. If you wish, you can first write down each sentence and then combine them one by one to come up with a paragraph that is easy to read.

Here is a sample of a paragraph about Paolo Briones:

Paolo Briones is originally from San Fernando, Pampanga, but he has settled here in Isabela. He is smart and cheerful, but can also be naughty at times. He is the second of three children, and he loves his siblings very much. He likes playing basketball and he loves watching it, too. He can't wait for those San Miguel-Alaska games, and he is very happy when Alaska wins. Mangoes and bananas are some of his favorite food. Often, he is brave, but he is still scared of earthquakes and ghosts.*

(* A sibling refers to a full brother or sister)

Now it's your turn, friend! Write your paragraph below. Don't forget to use pronouns and conjunctions.

A large rectangular box containing seven horizontal dashed lines, intended for writing a paragraph.

When you are done, you may want to show your paragraph to your *Instructional Manager/Facilitator*. You may also show it to a family member or friend.



Let's Remember

In this lesson, you learned how to introduce yourself through a paragraph. First you took information about yourself and other persons. Next, you arranged this information into sentences. Finally you connected and combined these sentences to form a paragraph.

In forming the paragraph, you learned how to use pronouns and conjunctions to connect and combine sentences. Remember what they are useful for. Pronouns like *he*, *she*, *it* and *we* are useful for replacing nouns that are often repeated in a paragraph. Conjunctions like *and*, *but* and *or* are used to combine two sentences.

My Dear...

You meet someone who is taking a vacation in your barrio. After spending time together, you become good friends. When it is time for your friend to leave, he/she asks you to write him/her. You are excited to keep in touch even though you are far from each other.

In this lesson, you will learn how to:

- ◆ write a simple, friendly letter using correct words, sentences and paragraphs; and
- ◆ identify the various parts of a letter.



Let's Read

Below is a sample letter written by Sarah. She wants to have a pen pal. Read her letter carefully.

359 Lopez Jaena St.
Iloilo City
September 10, _____

Dear _____,

I would like to be your friend by exchanging letters. I am 20 years old and of medium height. I have black hair and brown eyes. I live with my aunt in Iloilo City. I also work there.

I help my aunt run a small store in the public market of Iloilo City. I work from 8 o'clock in the morning to 5 o'clock in the afternoon and receive wages for my work. I send what I earn to my parents. It will help them send my brothers and sisters to school.

I hope you will answer my letter and tell me some things about yourself, too.

Truly yours,


Sarah Mercado

If you were the person Sarah sent this letter to, would you answer her letter? Why or why not?

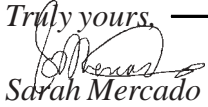


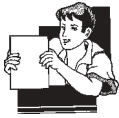
Let's Study and Analyze

Read Sarah's letter again. Can you explain what she wants to tell you in each paragraph?

What is the purpose of the first paragraph? How about the second and the third?

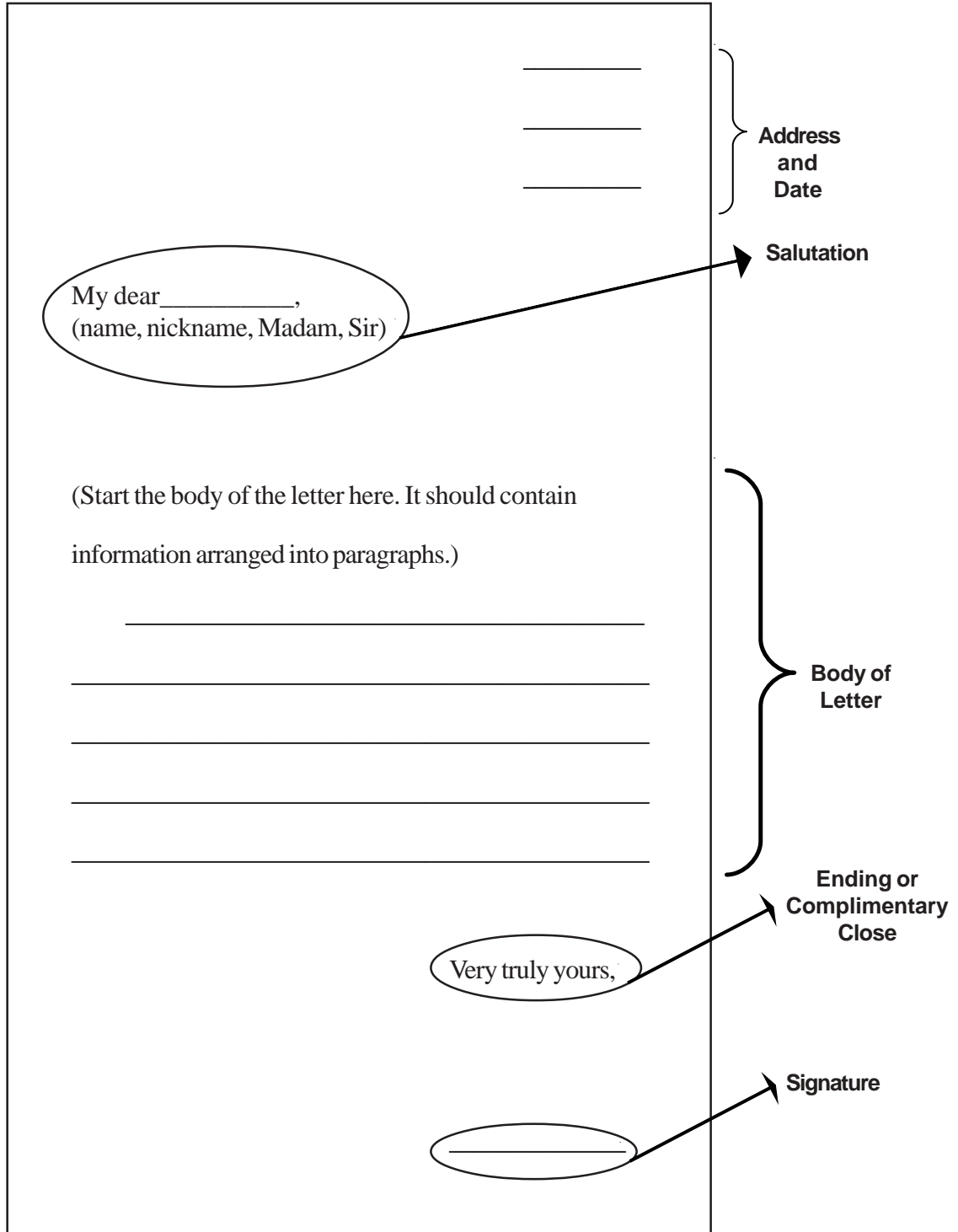
Let's study the different parts of Sarah's letter:

<p>359 Lopez Jaena St. Iloilo City September 10, 2000</p>	}	Address and Date
Dear _____,	→	Salutation
<p><i>I would like to be your friend by exchanging letters. I am 20 years old and of medium height. I have black hair and brown eyes. I live with my aunt in Iloilo City. I also work there.</i></p>	}	Paragraph 1: 1st sentence: Sarah is making a request. 2nd to 5th sentences: Sarah is giving information about herself.
<p><i>I help my aunt run a small store in the public market of Iloilo City. I work from 8 o'clock in the morning to 5 o'clock in the afternoon and receive wages for my work. I send what I earn to my parents. It will help them send my brothers and sisters to school.</i></p>	}	Paragraph 2: Sarah is giving more information about herself.
<p><i>I hope you will answer my letter and tell me some things about yourself, too.</i></p>	}	Paragraph 3: Sarah is repeating her request.
Truly yours,	→	Ending or Complimentary Close
 Sarah Mercado	→	Signature



Let's Learn

This is the format of a letter:





Let's Remember

It will be easier for you to write letters if you remember some simple steps. Let's go through them together:

Step 1: Write down your address.

The address informs the reader where the letter came from, or where he/she should send a reply. You can write your address this way:

1st line: Your house number and the name of your street.

2nd line: The name of your town or city. If you are sending a letter to another country, you should also write the name of your country.

If you look at the format of a letter on page 33, you will find that the address is written on the upper right-hand corner of the letter. Look at Sarah's letter again. Where does she write the address?

Step 2: Write the date.

The date is written below your address.

The date is a very important part of your letter. It tells the reader when you wrote the letter. Can you imagine if you got a letter with no date? How would you know when that letter was written? How could you be sure if the information written in the letter is still the same? Would you be able to find out if that letter was written last week or last year? You would not be able to.

By writing the date, you can inform the reader that the letter is new. This helps the person reading your letter very much. By reading the date, he/she will be able to immediately recognize if the news is new or old. Look at the format of a letter on page 33. Can you see where you should write your date? Look at Sarah's letter once more. Where does she write the date?

Step 3: Write your salutation.

The salutation is a good way to begin communicating with the person you are writing to. It is very important to start the letter with a salutation.

The salutation is written close to the left margin of your letter. You start the salutation with the word “Dear” and then follow it with the name of the person you are writing to. If you are writing to your friend, you usually write his/her nickname. If you are writing a business letter or an official letter, you use the person’s title and last name. Look at the examples below:

Friendly letter:

Dear Sarah,

Dear Fredo,

Dear Kuya Arman,

Business letter or official letter:

Dear Mr. Reyes,

Dear Madam,

Dear Sir,

The words *Sir* and *Madam* are used for business or official letters. They are good to use when you do not know the person you are writing to. The words *Madam* and *Sir* are used to show respect. A colon (:) instead of a comma (,) may be used at the end of the salutation in the case of business letters. Look at Sarah’s letter again. What salutation does she use?

Step 4: Write the first paragraph.

Now you can begin writing your first paragraph. Usually, the first paragraph contains a greeting or an introduction. It also tells the person reading the letter why you have written. If you are writing to someone you do not know, then you should give some information about yourself. Look at the first paragraph of Sarah’s letter. How does Sarah inform the letter reader of the reason she is writing the letter?

Do you still remember how to write sentences into a paragraph? If you forgot that lesson, then you should review it. Paragraphs are very important in writing letters. Are you ready to start your first paragraph? Good! Let’s begin.

Below is an example of a first paragraph from a letter by Tomas Santos to his friend Fredo. Study it carefully.

Greetings to you! I have decided to write you a letter after not seeing you for a long time. I have many things to tell you.

Did you identify the purpose of the first sentence? How about the second and the third sentences?

This is how you usually start a letter. The first paragraph contains a greeting. It also tells the person reading the letter why you have written.

Step 5: Write the second paragraph.

You have finished writing your greeting and you have told the person reading the letter why you have written. Next, you should give him/her more information. You use another paragraph to write the information you want to tell the person reading the letter. If you are writing to a friend, you could write about the things that happened to you since you last talked. You can also write about something that has made you happy or sad. The second paragraph is where you start telling the person how you feel or what happened. What do you notice about the second paragraph of Sarah's letter? That's right! In her second paragraph Sarah gives more information about herself. She describes her work in the marketplace.

On the next page is an example of a second paragraph from the letter of Tomas Santos to his friend Fredo. Study it carefully.

We last saw each other in July 1999. Much has happened since then. My sister Carmen was married in August of that year and she gave birth to a baby girl in June of this year. The baby's name is Margarita and I play with her every day. Everyone who sees her says that she is big for her age. They say she is growing very fast. They often tell me this, and I reply that she is healthy like me. I can't wait for her to grow up but I know that it will be some time before that happens.

Did you notice how each sentence was connected with pronouns? Did you notice how each sentence was combined using the conjunctive words *and* and *but*?

If you have more things to talk about, you can use another paragraph to talk about another topic. That will be your third paragraph.

You can write about as many things as you like, and you can use just as many paragraphs for each topic you want to talk about. Just remember to make your paragraphs easy to read by using pronouns and conjunctions. This way, reading your letter will be more enjoyable.

Step 6: Write the final paragraph.

The final paragraph is the one you write before you end the letter. In this paragraph you can request the person reading the letter to reply to you by writing back. You can also wish the person well before you end your letter. Review Sarah's letter again. Can you find her final paragraph?

On the next page is another example of a final paragraph from the letter of Tomas Santos to his friend Fredo. Study it carefully.

I hope you enjoyed reading my letter. I would like to know what has happened to you since we last saw each other. Please write me back. I am excited to hear from you. You can write to my address written above. May God bless you.

Did you identify which parts of the paragraph requested the person to reply to the letter? Which sentence wishes the person well?

Always remember how to write a paragraph so that it is easier to read. This will be a great help to you when you write your letter and when the person reads your letter.

Step 7: Write the ending or complimentary close.

There are many ways to end your letter. If you are writing to a friend, you may use *Truly yours*, *Sincerely* or *Respectfully yours*. You may use *Love*, if you are writing to a close friend.

Put your ending near the right margin under your last paragraph.

Look at Sarah's letter. What type of ending does she use?

Step 8: Sign the letter.

One of the things that you think of when you receive a letter is: *who sent it?* The signature is important, because it tells the person who wrote the letter. You sign your name below the ending.

Look once more at Sarah's letter. Did she sign her letter? Imagine if you got a letter with no signature. How would you know who wrote it?

Now let's combine all the steps and finalize the letter of Tomas Santos to his friend Fredo Lirio. Tomas lives in Marawi City. The letter is on the next page.

*35 Sultan Alonto St.
Marawi City
September 20, 2000*

Dear Fredo,

Greetings to you! I have decided to write you a letter after not seeing you for a long time. I have many things to tell you.

We last saw each other in July 1999. Much has happened since then. My sister Carmen was married in August of that year and she gave birth to a baby girl in June of this year. The baby's name is Margarita and I play with her every day. Everyone who sees her says that she is big for her age. They say she is growing very fast. They often tell me this, and I reply that she is healthy like me. I can't wait for her to grow up but I know that it will be some time before that happens.

I hope you enjoyed reading my letter. I would like to know what has happened to you since we last saw each other. Please write me back. I am excited to hear from you. You can write to my address written above. May God bless you always.

Truly yours,


Tomas Santos

You should review each step in writing a letter again. Try to identify each part in the letter of Sarah and the letter of Tomas.



Let's See What You Have Learned

- A. Read Sarah's letter again. Pretend that you want to be her pen pal. Write an answer to her letter. Don't forget to include information about yourself in the letter.
- B. Write a letter to a family member who is in another city, barrio, province, or even another country. You can tell that person what has been happening in your community and with your family. Encourage the person to write back.

When you are done, ask your *Instructional Manager or Facilitator* to read your letters. You can also compare your letters with the sample letters on pages 49–50.



Let's Remember

In this lesson you learned how to identify the parts of a letter. You also learned how to write a simple, friendly letter using connected sentences and paragraphs.

If you can write a letter, you can keep in touch with your friends who are living in other places. By now, you should be familiar with the format of a letter. You should also be able to write a letter to your friend.

Remember the format of a letter? It is composed of the following parts:

- a. The address and date
- b. The salutation
- c. The body of the letter
- d. The ending (or complimentary close)
- e. The signature

Remember the eight steps in writing a letter? Here they are, for your review:

- Step 1: Write down your address.
- Step 2: Write the date.
- Step 3: Write your salutation.
- Step 4: Write the first paragraph.

Step 5. Write the second paragraph.

Step 6: Write the final paragraph.

Step 7: Write the ending.

Step 8: Sign the letter.

Are you ready to keep in touch with your friends? Now you can write them letters every day!



Let's Sum Up

In this module you learned how to write short, clear notes or messages. You also learned to introduce yourself through a paragraph and write a letter.

When writing a note or a message, always remember that the note must answer the questions *who*, *what*, *when* and *where*. It must also answer the questions *for whom* and *from whom*. Remember that you have to give the reader of the note all the necessary information.

When writing paragraphs, you can use pronouns and conjunctions. Some examples of pronouns are *she*, *he*, *it* and *we*. Some examples of conjunctions are *and* and *but*. Pronouns and conjunctions are good tools when you want to connect or combine sentences. Pronouns can take the place of a noun that is repeated often, so you don't have to write it down every time. If two sentences are talking about the same subject, you can combine them into one sentence using conjunctions. You can drop the noun of the second sentence.

When writing letters, it is important to follow the correct format. You were shown the correct format of a letter in *Lesson 3*, and you were shown the different parts of a letter. You also learned the steps in writing a letter, and this should help you whenever you write a letter to someone.

Now that you are familiar with these skills, use them often. By using them often, you can develop your relationships with other people. You will be able to give them the necessary and complete information when they need it. You will also be able to keep in touch with friends who live in other places, and even meet new ones.



What Have You Learned?

Answer the following questions. Write your answers in the spaces provided.

A. You are asked to write a note or a message. To make sure that the message is clear, what questions should you ask?

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

B. You are supposed to meet your friend. He has not arrived, and you decide to leave. Write a message to your friend. Tell him that you two should talk over the phone to arrange another meeting.

C. Complete the following sentences by encircling the correct word inside the parentheses.

1. The employees go to work early. (He, They) are hardworking.
2. Emilio Aguinaldo was the country's first president. (He, She) made important decisions for the country.
3. Lisa received a new toy. (He, She) takes good care of that toy.
4. The children are going to school. (They, It) prepare themselves early to (leave, go) to school.
5. Risa was very happy to see her father. (She, They) met him at the door (so, because) she could greet him.

D. Try to find out the address of an old friend who is now living in another city or barrio. Surprise your friend by sending him/her a letter. In the letter, tell your friend that you are continuing your education through this NFE A&E program. Explain to him/her the reasons why you decided to join the program and the new things you have learned. Ask your friend to write back.

You can compare your letter with the sample letter on page 52. You may also like to show your letter to your *Instructional Manager or Facilitator*, friend or family member for additional feedback and comment.

Have you finished answering all the items? If so, check your answers with those found in the *Answer Key* on pages 51–53.



Answer Key

A. Let's See What You Already Know (pages 3–7)

A. You can show your answers to your Instructional Manager and your family, friends or colleagues. Some possible answers include:

1. This is where we hold our meetings.
2. She takes care of us when we are sick.
3. On Sundays, we spend the day together.
4. We plant our crops at the start of the season.
5. This is where we go when we are sick.

- B.
1. These; They
 2. a carabao; came; The boys
 3. They; so; left
 4. their
 5. they

C. Your note should look something like this:

*21 Quezon Ave.
Porac, Botolan, Zambales
September 18, _____*

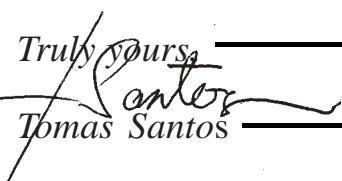
*Mrs. Elvie Manimbo
Grade 5 Section 3
Porac Elementary School
Porac, Botolan, Zambales*

Dear Mrs. Manimbo,

Please excuse my son, Jose Reyes, Jr. for having been absent from his class yesterday. He had a stomachache and was not feeling well.

*Very truly yours,
(put your signature here)*

D. Here is a sample letter written to a friend. Your letter should look something like this:

<i>35 Sultan Alonto St. Marawi City September 20, 2000</i>	}	Address and Date
<i>Dear Fredo,</i> _____	}	Salutation
<i>Greetings to you! I have decided to write you a letter after not seeing you for a long time. I have many things to tell you.</i>	}	1st Paragraph
<i>We last saw each other in July 1999. Much has happened since then. My sister Carmen was married in August of that year and she gave birth to a baby girl in June of this year. The baby's name is Margarita and I play with her every day. Everyone who sees her says that she is big for her age. They say she is growing very fast. They often tell me this, and I reply that she is healthy like me. I can't wait for her to grow up but I know that it will be some time before that happens.</i>	}	2nd Paragraph
<i>I hope you enjoyed reading my letter. I would like to know what has happened to you since we last saw each other. Please write me back. I am excited to hear from you. You can write to my address written above. May God bless you always.</i>	}	Final Paragraph
<i>Truly yours,</i>  Tomas Santos	}	Ending or Complimentary Close
		Signature

You may also want to show your letter to your *Instructional Manager or Facilitator*, friend or family member for additional feedback and comments.

B. Lesson 1

Let's See What You Have Learned (pages 14–16)

- A.
1. Pepe
 2. Pepe fell from a chair and his head is bleeding.
 3. 4:30 p.m. If the event has already happened, you can answer the question *when?* by looking at the time the note was written.
 4. to the Capitol General Hospital in town
 5. Mother
 6. Susan
 7. Three
 8. Yes, the message is clear because it answers the 6 questions and gives the reader all the necessary information.
- B. You can show your message to your Instructional Manager. You can also compare your message with the one below.

Your message should look something like this:

<i>10:00 a.m.</i>
<i>Nestor,</i>
<i>I will pass by your house before 3:00 p.m. today so we can go to Fely's party together.</i>
<i>(your name)</i>

The message is clear because it answers the following questions:

1. Who is/are the subject/s of the message? You. (I will)

2. What will happen? You will pick up Nestor so you can both go to Fely's birthday party.
3. When will this happen? Before 3:00 p.m.
4. Where will it happen? You will go to Nestor's house, then you will both go to Fely's birthday party.

Let's Try This (pages 17–18)

- A. You may show your answer to your NFE Instructional Manager. You may also compare your answer with the sample message below:

1:50 p.m.

Dear Kuya Jose,

I borrowed your bicycle to go to the barangay meeting this afternoon. I hope it will be alright with you.

(your name)

The message is clear because it answers the following questions:

1. Who is/are the subject/s of the message? You. (I borrowed)
2. What happened? You borrowed the bicycle of Kuya Jose.
3. When did this happen? This afternoon.
4. Where did you go? You went to the barangay meeting.
5. For whom was the message? For Kuya Jose.
6. From whom was the message? From you.

- B. You may show your answer to your Instructional Manager. You may also compare your answer with the sample message below:

November 10, 2000

Dear Edna,

I will meet you after the barangay meeting tonight. We can walk home together.

(your name)

The message is clear because it answers the following questions:

1. Who is/are the subject/s of the message? You. (I will meet you)
2. What will happen? You will meet Edna and you will walk home together.
3. When will this happen? After the barangay meeting.
4. Where will you meet? Wherever the meeting will take place.
5. For whom was the message? For Edna.
6. From whom was the message? From you.

C. Lesson 2

Let's Study and Analyze (pages 22–23)

- A. Missing information from the I.D.

Name: Rodrigo B. Badayos

Occupation: soil scientist

Number of Children: 3

- B. Missing information from the sentences.

b. 5 feet 7 inches (5'7")

c. 53 years old (if this year is year 2001)

d. black

e. Los Baños, Laguna

f. Married

Let's Learn (pages 25–27)

- A. Using Pronouns:

a. Mang Jose is a mailman. He is 40 years old.

- b. Lita is from Pampanga. She is 14 years old.
- c. Aling Maria is the wife of a farmer. She lives in Davao.

B. Using Conjunctions:

- a. Mrs. Rosa Cruz is a teacher and has two children.
- b. Pina is helpful and hardworking.
- c. Israel is 35 years old and is 5 feet 7 inches tall.

D. Lesson 3


Let's See What You Have Learned (page 40)

Found below is a sample letter for Sarah Mercado. Study it carefully.

Note the various parts of the letter: the date and address, the salutation, the different paragraphs in the body of the letter, the ending or close and the signature. Make sure that your letter includes the essential components of a letter.

<p>22 Sampaguita St. General Santos City September 14, 2000</p>	<p>} Address and Date</p>
<p>Dear Sarah,</p>	<p>→ Salutation</p>
<p><i>I am happy to meet a new friend! I am replying to your letter so you can get to know me as well.</i></p>	<p>} 1st Paragraph</p>
<p><i>I am 22, but I will be turning 23 on September 18, which is four days from now. I am very excited about this. I am 5'3" in height, with black hair and brown eyes. I will send you a picture soon so you can see how I look.</i></p>	<p>} 2nd Paragraph</p>
<p><i>I am working as a cashier in a small grocery store. The work is hard but I can earn enough to help my family as well. It looks like we have a lot of things in common, Sarah!</i></p>	<p>} 3rd Paragraph</p>
<p><i>I hope you will continue writing me. I will reply to your letters. Hopefully, we will get to meet each other one day. May God bless you.</i></p>	<p>} Final Paragraph</p>
<p>Truly yours,</p>	<p>→ Ending or Complimentary Close</p>
<p><i>Trining Santa Maria</i></p>	<p>→ Signature</p>

Below is a sample letter for a family member in another place:

<i>33 Mabini St. Brgy. San Marcelino, Zambales, Philippines August 22, _____</i>	}	Address and Date
<i>Dear Kuya Bobby,</i>	→	Salutation
<i>Greetings! I am writing you to keep you updated on what has been happening in our family. I would also like to ask you how you are doing in Riyadh.</i>	}	1st Paragraph
<i>Father and the other members of the cooperative have just agreed to adopt a new style of cropping. They have spoken to agricultural scientists, and have determined the best mix of crops for our fields. Everyone is very excited, and the new cropping method is expected to bring a large increase in the yield.</i>	}	2nd Paragraph
<i>Mother is doing well. She constantly talks about you with our neighbors. She is very proud of you. She is also thankful that you are helping us with our schooling. She wants to open a small store with the money you have sent.</i>	}	3rd Paragraph
<i>Ate Linda is almost finished with her studies. She is planning to take some computer training courses after she graduates. She studies very hard and I think she will be graduating with honors. I can't wait to get to college as well—I want to take up computer science like Ate Linda.</i>	}	4th Paragraph
<i>How are you doing in Riyadh? Is the weather very hot? I am interested in knowing more about the place. Can you write me about it? I want to travel to different places when I am older. I think Riyadh is definitely one place I will go to.</i>	}	5th Paragraph
<i>That is all the news I have to tell you about. Write back to tell us how you are. Mother and Father are always anxious to hear from you.</i>	}	Final Paragraph
<i>Love,</i>	→	Ending or Complimentary Close
 <i>Pina</i>	→	Signature

Your letter might be quite different, but what is important is that it contains each of the essential parts of a letter as discussed in the lesson.

E. What Have You Learned? (*pages 42–43*)

- A. 1. Who?
2. What?
3. When?
4. Where?
5. For Whom?
6. From Whom?

B. Here is a sample against which you can compare your answer:

September 12, 2000


Dear Friend,

*I could not wait for you much longer because I had to go
some place. We can talk over the phone tonight at 7:00 p.m. and
agree when to meet again.*

(your name)

- C. 1. They
2. He
3. She
4. They; go
5. She; so

D. Here is a sample letter for you to compare with the one you wrote:

<i>41 Rizal Avenue Calamba, Laguna September 22, 2000</i>	}	Address and Date
<i>Dear Jun,</i> _____		Salutation
<i>Greetings! I have not heard from you for a long time. I am writing you to say hello and to keep in touch. It has been some time since we last talked and I have been curious to know what has been going on with you.</i>	} }	1st Paragraph
<i>I have begun my education again after a long time. I am presently taking part in the NFE A&E program in my community. If I successfully complete the program, I will get a certificate which I hope to use to get into a vocational training program or a carpentry course. The program is very different from formal school. We study learning modules by ourselves. The modules contain activities, questions, tests and answers. We also have an Instructional Manager who helps us when we have problems understanding the modules. I have already learned many new things, including how to write letters.</i>	} }	2nd Paragraph
<i>Our playmate Jerry is still here, but Alfred has taken a job at a construction site in Cavite. Jerry is planning to apply as a seaman, but he needs to save a little more money.</i>	} }	3rd Paragraph
<i>I have been wondering how you are. It has been a long time since we last saw each other. I am sure you are surprised to receive this letter from me. Please write back so we can keep in touch.</i>	} }	Final Paragraph
<i>Sincerely,</i> _____	→	Ending or Complimentary Close
 Berling Santos	→	Signature

Remember the format of a letter? It is composed of the following parts:

- a. The address and date
- b. The salutation
- c. The body of the letter
- d. The ending or complimentary close
- e. The signature

Did you remember the 8 steps when you were writing your letter?

- Step 1: Write down your address.
- Step 2: Write the date.
- Step 3: Write your salutation.
- Step 4: Write the first paragraph.
- Step 5: Write the second paragraph.
- Step 6: Write the final paragraph.
- Step 7: Write the ending.
- Step 8: Sign the letter.



Reference

Campbell, D. S. and T. R. Meier. *Easy Writer II: Basic Sentence Combining and Comprehensive Skills*. New York: Harper and Row, 1987.