

LESSON 79: LETTER WRITING — DATE, ADDRESS & SIGNATURE

GRADE 2 • PART II



Epistolary Models • Proper Usage

Study how 19th-century children used the **date**, **salutation**, and **signature** to express filial affection, offer warm winter hospitality, and share school stories.

Notice state abbreviations: Columbus, O., (Ohio) and Memphis, Tenn., (Tennessee)!

1 COMPARATIVE ANALYSIS: THREE HISTORIC LETTER MODELS

Read the three classic models below. Observe how the opening and closing adapt to each recipient.

1. To Father

Columbus, O., May 5, 1889.

Dear Father:

We are very glad that you are coming home.
Mother and little sister and I send our love.

Your daughter,
Mattie Howard.

2. To a Boy Friend

Cleveland, O., Dec. 20, 1889.

Dear John:

Spend the holidays with me. I have two pairs of skates and a new sled. We can have a good time.

Your friend,
Ralph Jones.

3. To a Girl Friend

Memphis, Tenn., Dec. 1, 1889.

Dear Fanny:

I am fond of my teacher. She tells us a pretty story after lessons. I hope you will come soon.

Your loving friend,
Mary.

1. State Abbreviations: O. = _____, Tenn. = _____

3. Mattie's Close: _____

2. Salutation Mark: A mark called a (:)

4. Ralph's Winter Toys: _____

2 TRANSCRIPTION: RALPH JONES'S HOLIDAY INVITATION

Transcribe Ralph's letter to John exactly as printed. Observe the right-aligned heading, indented body, and closing.

Heading:

Salutation:

Body:

Close & Sign:

3 ORIGINAL COMPOSITION: WRITE A HOLIDAY NOTE

Write a 2-sentence note inviting a friend to spend a Saturday holiday with you. Include your heading date and signature.

Dear _____ :

My Invitation:

Your friend, _____ (Signature)

Pedagogical Overview • Analyzing Varied Letter Models

Lesson 79 deepens student mastery by contrasting three authentic 19th-century childhood letters. Pupils examine how tone, salutation, and complimentary close shift according to audience: filial deference to a father ("Your daughter, Mattie Howard"), spirited play invitation to a friend ("Your friend, Ralph Jones"), and affectionate note to a classmate ("Your loving friend, Mary").

Section 1 Model Answers • Model Analysis

1. State Abbreviations: "O. = Ohio, Tenn. = Tennessee."

2. Salutation Mark: "A mark called a colon (:) was widely used in 19th-century letter salutations."

3. Mattie's Close: "Your daughter, (shows filial respect and love to her father)."

4. Ralph's Winter Toys: "Two pairs of skates and a new sled."

Section 2 Model Answers • Ralph's Letter Transcription**Target Placement & Mechanics:**

[Right-aligned:] Cleveland, O., December 20, 1889.

[Left margin:] Dear John:

[Indented body:] It will soon be Christmas, and there will be no school for a week. My mother says I may ask you to spend the holidays with me. I have two pairs of skates and a new sled. We can have a very good time.

[Right-aligned:] Your friend,

[Right-aligned:] Ralph Jones.

Section 3 Model Answers • Original Holiday Invitation**Exemplar Student Letter:**

Dear Edward:

Next Saturday we have no school, and my mother says you may spend the afternoon at my farm. We can ride the pony and build a snow fort in the apple orchard.

Your friend, Thomas.

R FOUR-DOMAIN EVALUATION RUBRIC (TOTAL: 100 POINTS)

Domain	Exemplary (25)	Proficient (20)	Developing (15)	Beginning (10)	Teacher Feedback
1. Model Comparison	Identifies all abbreviation, colon, and closing variations accurately.	Answers 3 of 4 analytical questions correctly.	Confuses state abbreviations or misses colon terminology.	Fails to analyze model letter components.	
2. Transcription Precision	Flawless reproduction of heading, salutation, body, and signature.	1 minor punctuation omission in heading or close.	Omits colon or misaligns right-aligned coordinates.	Major structural errors in letter layout.	
3. Original Composition	Charming, polite invitation with coherent purpose and warm tone.	Clear invitation with complete sentences.	Incomplete invitation or lacks specific activity.	Fragmented thought without letter greeting or close.	
4. Conventions & Mechanics	Flawless capitalization, periods after abbreviations, commas, and spelling.	1–2 minor capitalization or punctuation slips.	Multiple lowercase errors or missing periods.	Pervasive mechanical errors throughout.	