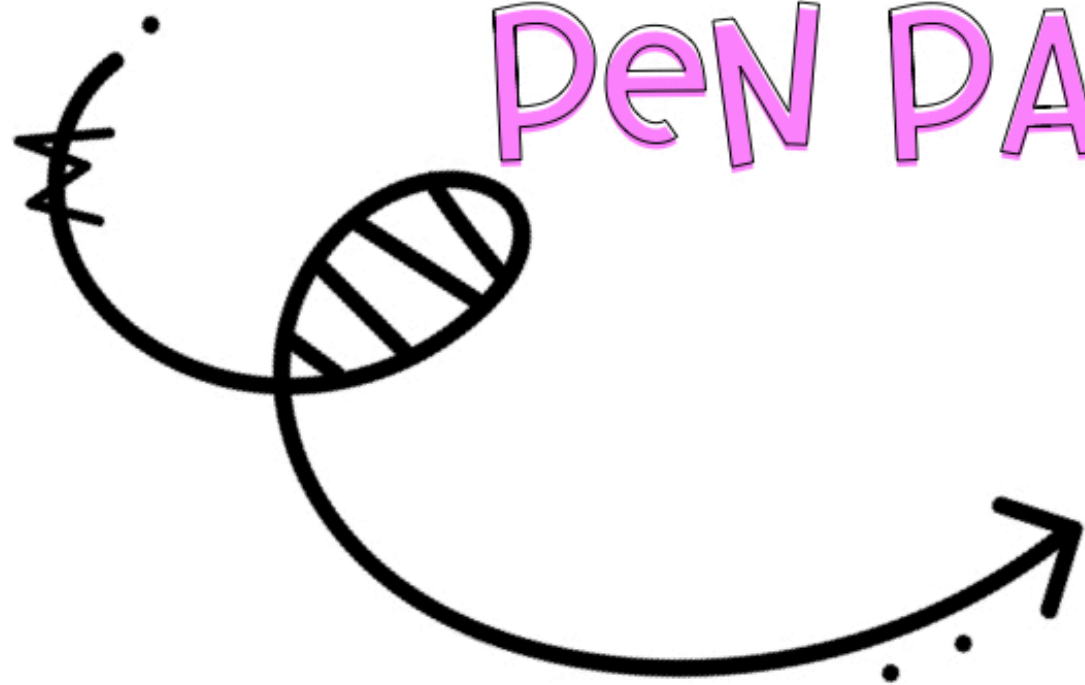


everything you Need  
to turn BEGINNING  
WRITERS into excited  
PEN PALS!



# SET-UP STEPS

\*These are just suggestions! Please use this pack in the way that best fits the needs of your students.

- 1** Find your **PEN PAL** class. This can be another class in your school, city, state, or anywhere in the world! You can also hook up with other classes through groups on Facebook and Instagram. You have permission to share this file with your PEN PAL partner teacher. Feel free to email this file to him or her.
- 2** Use the **PEN PAL LISTS** (pages 4-5) to list your students in order from strong writers to writers who need more assistance. After you have listed your students, you can TYPE in your students, save the PDF, and email it to your teacher partner OR print and handwrite in your students! You can send your list in another way (scan and email, send via snail mail, etc.). You will BOTH want a copy of the **PEN PAL LISTS**.
- 3** Send out **PARENT LETTERS** (page 8).
- 4** Decide (with your PEN PAL partner teacher) when you want to send each letter. Use the **PEN PAL CALENDAR** (page 6) if desired. Besides the **INTRODUCTION LETTER** (page 9)— which should be sent FIRST. These letters are in no particular order and so you will want to plan out the order in which you want to use them. Since this pack was created for beginning writers, each letter comes in different versions to help with differentiation.

# SET-UP STEPS

\*These are just suggestions! Please use this pack in the way that best fits the needs of your students.

- 5** Send the **INTRODUCTION LETTERS**. Assist students in writing the name of their PEN PAL. Use **PAGE 10** to create a bulletin board of the PEN PALS. You can have students draw a picture of themselves in one photo and write their name at the bottom and then SEND this to their PEN PAL with the INTRODUCTION LETTER so that their partner can complete the other photo and post it in their classroom. Their PEN PAL will send one back too (with a self-portrait already drawn on it).  
**TIP:** Put each letter in an envelope with the PEN PAL'S NAME on the front so that your teacher partner will know who to give each letter to when they receive the pack of letters. \*I usually ask parents if they can donate blank envelopes and big Manila envelopes (to hold ALL the letters for mailing to the partner school) for pen pal writing. This helps!
- Because this pack is designed for early writers, it does not lend for a ton of asking and responding to questions between **PEN PALS** but you can always squeeze more of this in when your students are ready!
- \*When planning which letters to send, I would recommend alternating which class sends the first letter and which class responds back with the same kind of letter. This way students can take turns!

# TEACHER INSTRUCTIONS AND TIPS!

# Pen PAL List

Students listed from strong writers to writers who need more assistance

1

CLASS A:

CLASS B:

# Pen PAL List

Students listed from strong writers to writers who need more assistance

2

CLASS A:

CLASS B:

After finding your Pen PAL CLASS, type in your student NAMES AND email this your teacher partner to add his or her students to create partners!

\*WHEN you PURCHASE this  
PACK, you HAVE PERMISSION to  
SHARE it ONLY with your PEN  
PAL teacher. your PARTNER  
teacher will use the SAME  
Letters to send your  
CLASS OR RESPOND to your  
CLASS THROUGHOUT the  
year! \*you CAN do this THROUGH email :)

# -PEN PAL CALENDAR-

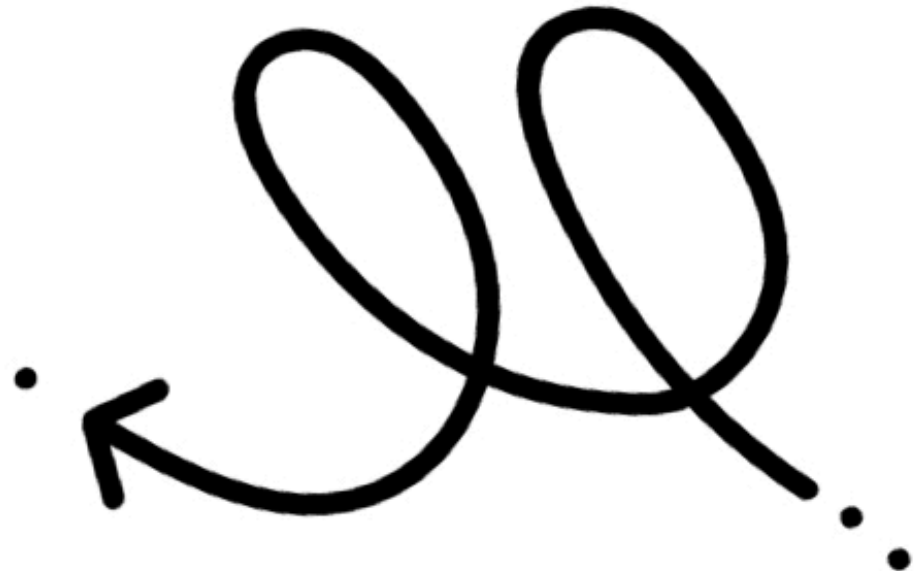
Use this to plan the order of letters. Decide which class will be the first to send each letter.

KIND OF LETTER	WHICH CLASS WILL SEND THEIR LETTER FIRST?

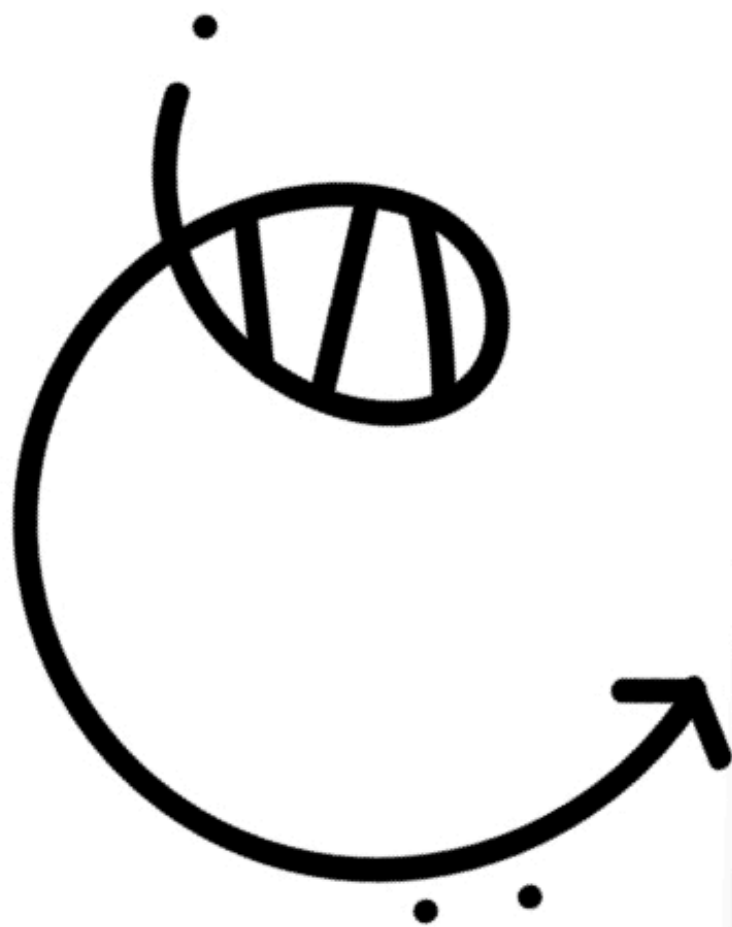
## Letters included:

PAGES	KIND OF LETTER
9-10	INTRODUCTION
11-12	TODAY, FAVORITE FOOD, FAVORITE COLOR
13-14	WHEN I GROW UP
15-16	WINTER
17-18	SPRING
19-20	SUMMER
21-22	FALL
23-24	FAVORITE BOOK
25-27	FAMILY
28-29	SCHOOL
30-32	FAVORITE ANIMAL
33-34	LIKE TO PLAY OUTSIDE OR INSIDE? (Ask students color the OUTSIDE or INSIDE bubble at the bottom of the page.)
35-36	BLANK LINED PAGES * To make letters double-sided for advanced writers.

decide the  
ORDER in WHICH  
you WILL use  
EACH letter!



# PARENT Letter!



## EXCITING NEWS!

Dear Family,

We have found a group of **Pen PALS!**  
We are so excited to get to know each other more through writing letters back and forth.

### ALL ABOUT OUR Pen PALS

GRADE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

LOCATION: \_\_\_\_\_

Be sure to ask your child all about their  
**Pen PAL!**

If you have any questions about this,  
please don't hesitate to email me at

\_\_\_\_\_  
Thank you for your support,



Hi!

My name is

Marcus

I am in

kindergarten.



From,

Marcus

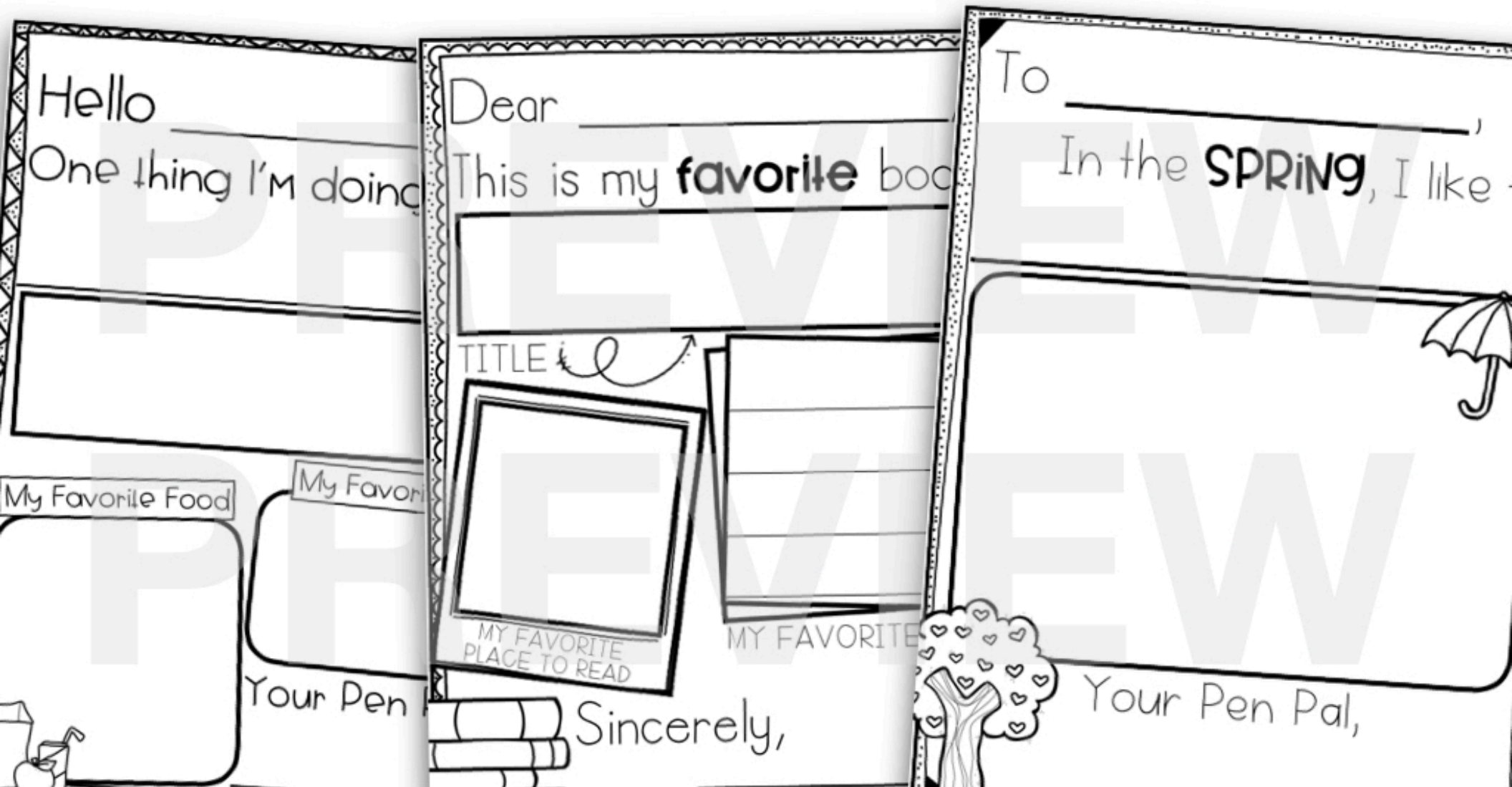
# first introduction Letter!

Students will illustrate themselves on this half-sheet and then send it to their pen pal. Their pen pal will then add their own face/name and then they can post it in their classroom on a bulletin board!

Then this pen pal will illustrate another copy to send back so that both pen pals have a half-sheet to post in their classroom!



# 11 different Letter Choices!





EACH LETTER COMES IN  
DIFFERENT VERSIONS!  
PERFECT FOR DIFFERENTIATION!

Hello \_\_\_\_\_!  
One thing I'm doing today:

Hello \_\_\_\_\_!  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
My Favorite Food  
\_\_\_\_\_  
My Favorite Color  
\_\_\_\_\_  
Your Pen Pal,

Hi \_\_\_\_\_!  
When I grow up, I want to be

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
This is where I will work.  
Since

Hi \_\_\_\_\_!  
When I grow up, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
This is where I will work.  
Sincerely,

\_\_\_\_\_  
This is what I will wear

FOR ADVANCED WRITERS:  
MAKE EACH LETTER DOUBLE-SIDED WITH THESE BLANK LINED TEMPLATES ON THE BACK!

