

## **How to Write to Your Pen Pal**

Use the following guidelines when writing a letter to your pen pal. Remember to be polite and use the friendly letter format.

First letter:

- Introduce yourself: name, age, gender, country, family, favorite subjects and hobbies.
- Ask the pen pal about him/herself and country.
- Explain you wish to learn about energy, water use, and recycling in the pen pal's country.
- Share one thing you have learned about energy, water use, or recycling.
- Ask the pen pal one specific question about energy, water use, or recycling in his/her country.

Responding to a pen pal's letter:

- Read your pen pal's letter carefully.
- Answer each question the pen pal asked you.
- Comment on interesting facts or statements the pen pal shared with you.
- Share one thing and ask one specific question about energy, water use, or recycling.

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