



Writing a Letter

写一封信

Vocabulary VVords I 生词

Xin

E

Letter

毛友 Pen Pal

BĬyŏu

Xiě **5** Write

Rìqí **B B B B D ate**

Yóupiào 由 時 等 Stamp

Diànzi yóujiàn

电子邮件信封

Email

发 Send

Fā

Nián F Year

Yuè **H** Month Rì

Day

zhù **才兄** Wish*

Tiāntiān kāixīn

天天开心

Be happy everyday**

Xīn xiẳng shì chéng

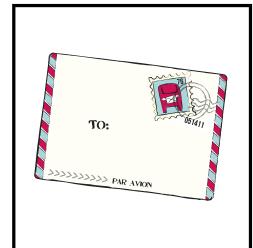
心想事成

May your dreams come true**

Liú/Bľ/Shàng

留/笔/上

Sincerely





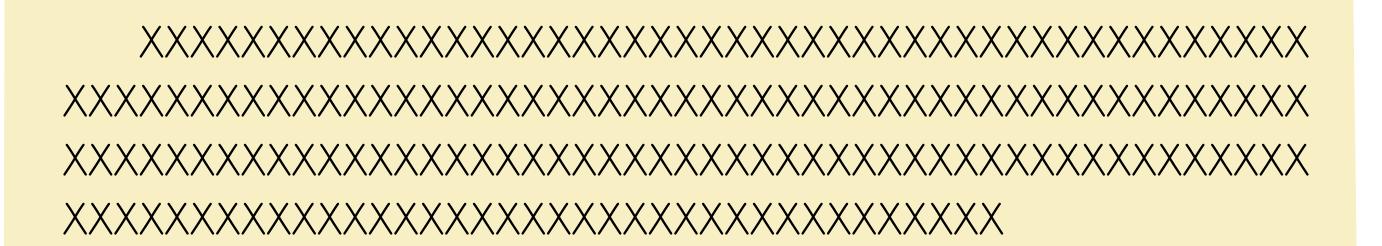
*In a letter: I wish upon you

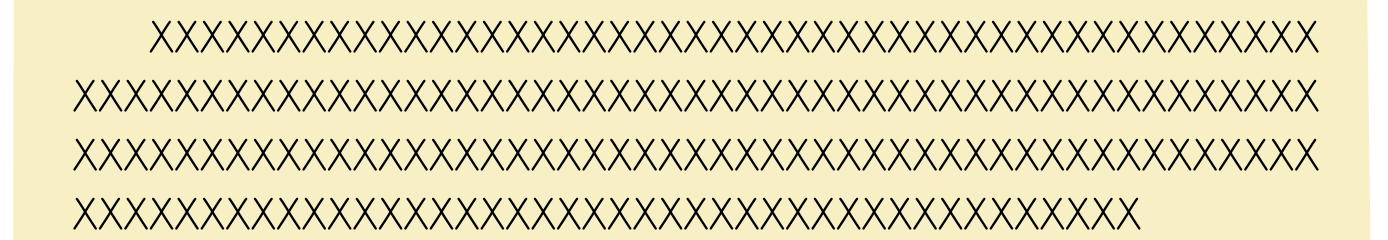
**a closing statement in a letter

Format of a Chinese Letter

- 1.Write "亲爱的" and then the name of the pen pal person you are writing your letter to. End the line with a colon (the symbol made up of two periods, :).
- 2. Write your letter. Indent at the start of each paragraph and leave an empty line between two paragraphs.
- 3.Write "祝" and then a closing phrase such as "天天开心" or "心想事成".
- 4.On the right side of your page, write your name followed by the phrase "留"/"笔"/"上".
- 5.Write the date in the format XXXX年 X月 and X日. Remember, when writing a date in Chinese, you always follow the order going from the largest units to the smallest unit: 年月日. For example, July 1st, 2020 would be written as 2020 年 7月1日.

亲爱的 (Your Pen Pal's Name):





祝

天天开心 or 心想事成 (Your Name)留/笔/上 (XXXX)年(X)月(X)日