

# Writing Practice

## How to write a postcard

Go through the notes below on how to write a postcard.

This will help you to prepare for Exam Paper 3.

Once finished with the notes, do the practice topics in your jotter and language book.

### ***Remember:***

- Mind map and rough draft are written in your Jotter.
- Final postcard is written in your language book.



**Write: You need to have your jotter and language book 1 in front of you.**

**Read through the notes given below and look at the picture explaining all the components for writing a postcard.**

**Date:**

**Writing - How to write a postcard**

A postcard is usually brief, friendly and informal. It is a popular form of holiday correspondence.

- A postcard has **limited writing space** as there is usually a picture on one side, and the address of the recipient is written on half of the other side.
- Only concise, relevant information should be included.
- Date and place need to be specified.
- Include as many interesting details as possible.
- The tone will vary according to the sender and recipient.

The name and address of the recipient.  
The person receiving the postcard.

Stamp

**PLACE AND DATE**

**This is where you will write your message. As you can see there is not a lot of space to write a message. Therefore, your message needs to be straight forward and to the point.**



Now it is your turn, write the message you would put on the post card.

First in your jotter, write the message in rough and edit it in **ORANGE**.

When you are done, use a ruler and pencil and draw the outline of a postcard and fill in all the components.

Copy your message neatly, in blue pen, into your language book.

In **BOTH BOOKS** write the date and heading.

**Date:**

**Writing - How to write a postcard**

You are currently on a train in Egypt, with your family. Write a postcard to someone in Pretoria, South Africa.

Write a short paragraph (30 words), telling them where you are going, for how long you are going to be away and what you can see from the train window.

Follow the correct writing process to write a postcard.

<b><u>Writing Process Checklist:</u></b>		
<b>JOTTER BOOK</b>	1. Mind map (see example below).	
	2. Rough copy (ONLY 30 words).	
	3. Edit in <b>ORANGE</b> .	
<b>LANGUAGE BOOK 1</b>	4. Draw the postcard template (using a pencil and ruler).	
	5. Copy all the components of a postcard.	
	6. Write your message neatly in blue pen.	





**Rule off after you have completed the work in both books.  
Do not take short cuts! Work neatly and benefit from the time  
spent on this lesson.**

