Letter writing is an important skill and one that often appears as part of the Writing Exam paper.

This is an opportunity to explore Formal letter writing. The activity is split into 4 parts, each part should take around 30-40 minutes to complete.

The following links will support the work.

<https://www.bbc.co.uk/bitesize/topics/zv7fqp3/articles/zkq8hbk>

<https://www.bbc.co.uk/teach/skillswise/writing-letter-of-complaint/zjv8vk7>

<https://www.bbc.co.uk/teach/skillswise/building-up-paragraphs/z4ts7nb>

The final task could be completed as a ‘2do’ using the pupils Purplemash login.

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| **Activity 1 (Exploring the text)** | **Activity 2 (Planning)** | **Activity 3 (First Draft)** | **Activity 4 (Edit and Improve)** |
| Find some letters that you have in your house. Maybe a friend has written them to you? Maybe they are letters that have been sent to your parents? Look at, and compare, the different types of letters (business letters, school letters, friendship letters).  Discuss with your helper what is similar or different about the letters. (If you have no letters at home you could research online with adult support)  Look at a formal letter example (see example on website).  Discuss and highlight the key features. Look particularly at the following;  Position of addresses  Position of date  Greeting  Opening sentence  Content – use of formal language  Closing sentence  How the letter is signed off. | I would like you to write a formal letter of complaint about an item you purchased which has now broken.  Examples could include;  An electrical item which has stopped working.  A waterproof jacket that lets in water.  A pair of trainers from which the sole has come off.  Use the spider diagram or planning template to plan your letter, consider;  Your opening greeting.  Your opening sentence.  What do you want to say? What type of language will you use? What do you want to happen?  Your closing sentence | Review your mind map/plan.  How will you start your letter?  What is your complaint?  What do you want to happen?  Review how to set out your letter (addresses, dates, how to open/close the letter)  Using lined paper or the template provided write your own letter of complaint as independently as you can.  Include at least 3 paragraphs. | Review the letter you wrote yesterday with your helper.  Check the following;  Spellings  Punctuation  Layout of letter  Use of formal language  Content  Consider how you could improve the letter and make it even better.  Make any changes and write your final letter using lined paper or the template provided. |