

Writing

WB 25th May

This week we are going to be learning about how to write informal letters.

This means your letters will be relaxed and friendly.

Letter Example...

Writing a Letter

There are some special rules you should follow when writing a letter.
Here is an example of how to write a letter.

99 Toytown Avenue,
Arklow,
Co. Wicklow,
W45321
IRELAND

8th June 2017

Dear _____
(the person/people
you are sending
the letter to)

Dear John and Amy,

I hope you are well. I am writing to say thank you for the lovely gift you sent me for my birthday. The coat is beautiful and I am wearing it a lot. Please come to visit again soon.

Love from,
Susie

Say goodbye

twinkl
visit [twinkl.com](https://www.twinkl.com)

On the Onchan School Website you will find this annotated letter layout. It shows you how to organise your letter.

Letter Example...

There is also a more detailed letter example.

It shows you how to use paragraphs if you have lots of things to say.

It has useful notes down the side as well!

1 sender's address
2 today's date
3 'Dear' and the recipient's name followed by a comma
4 introduction to establish the purpose of the letter
5 adds more detail
6 conclusion to finish the letter
7 signs off using 'love from'

2 Stone Cottages
Old Road
Dawling
DW72 5HY¹

3rd November 2016²

Dear Father Christmas,³

I am writing to tell you what I would like for my presents this year because it is nearly December. How are you? Is it very snowy in Lapland? I bet your elves are all being very careful making the children's toys in your workshop.⁴

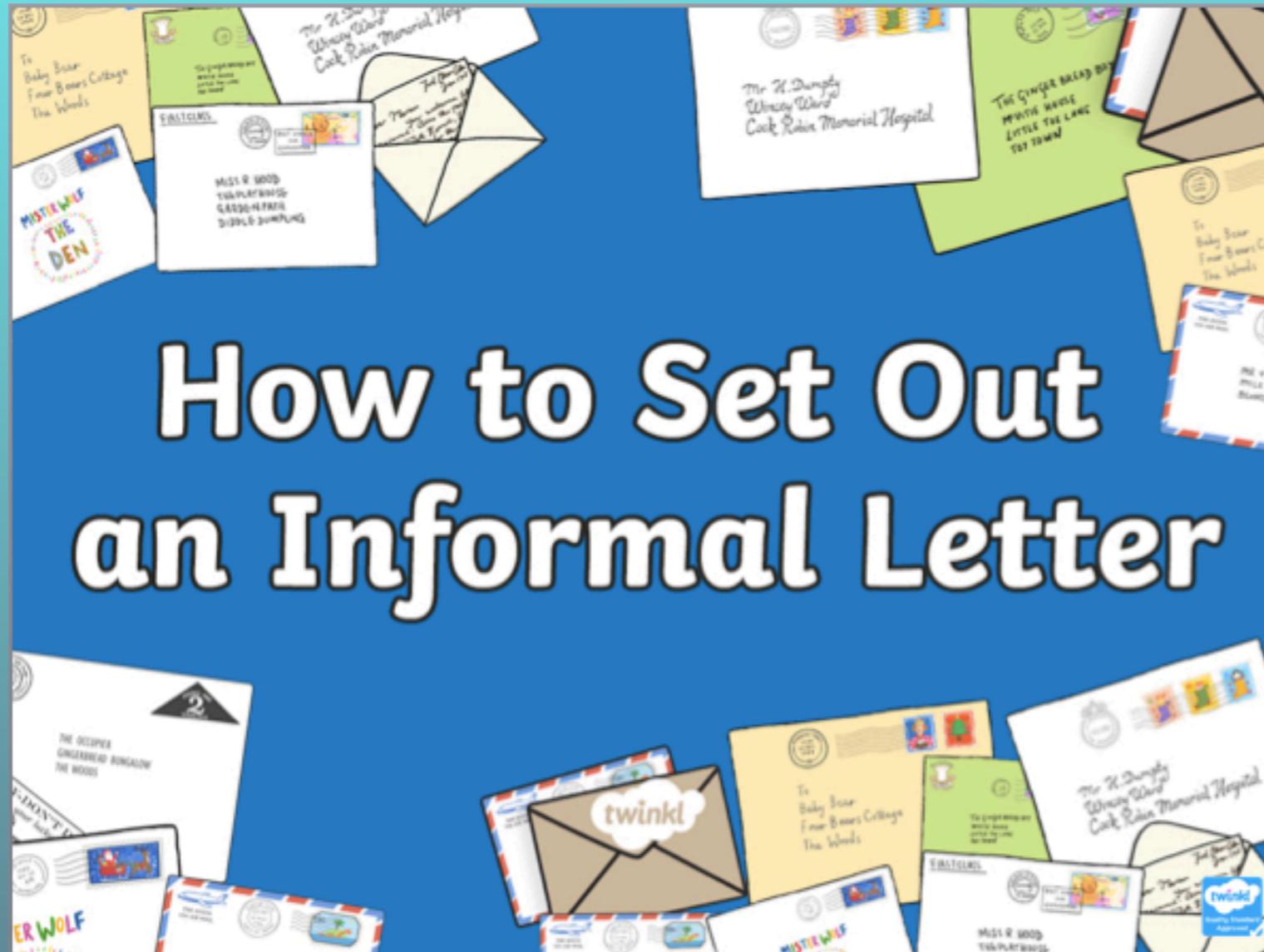
The first thing I would like is a Galaxy 300 spaceship. It has six lasers, four spinning arms and four shiny silver legs that unfold and slowly move around. How cool! The second thing I would like is a red and blue two-wheel scooter. It has a massive silver horn on the handlebars and lights that flash when you stand on the brake. The third thing I would like isn't a toy but it would be really handy for my spy club. I would like a large black torch to help me see when I am outside in the darkness.⁵

I have been trying my hardest to be good and helpful for my parents. I make my bed every day, I stopped sucking my thumb in March and I have even stopped teasing my sister. I am also my teacher's special helper for the listening station at school.⁵

I hope you and the reindeer are resting before Christmas Eve and Mrs Christmas is enjoying putting up the tinsel on your tree. Have a fabulous Christmas if I don't see you by our fire. What a busy man you are going to be!

Love from,⁷
Jack Box

Extra Information...



There are more examples and step by step layout guidance in this document on the school website.

Your Task...

Write a letter to your teacher explaining everything you have been doing during lockdown!

Include lots of detail about how you have been spending your days.

Really focus on your layout!

Your Task...

Use this checklist to check through your letter carefully.

Once you are happy, ask someone else in your house to read it through as well.

Letter Checklist

Use this list to check your finished letter. Once you are happy with it, ask someone else in your house to have a look too!

Did I...	You	Someone else
Write the senders address?		
Write the date?		
Write an informal greeting?		
Write an introduction?		
Add more details?		
Write a conclusion?		
End the letter appropriately?		