

Why Are Letters Important?

Have you ever received a letter?

What was the letter about?

Did you keep the letter to share again?

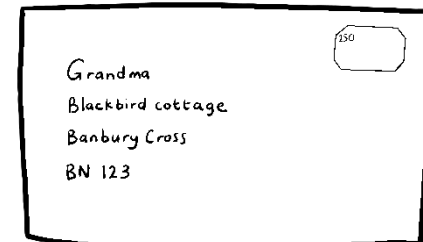
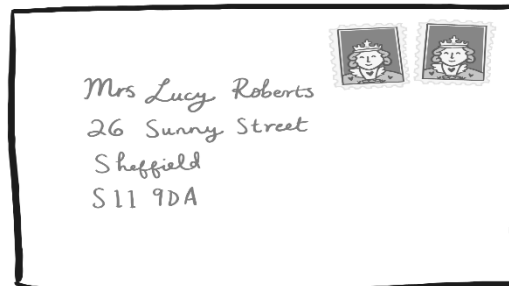
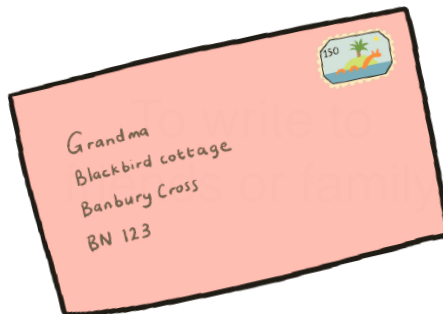
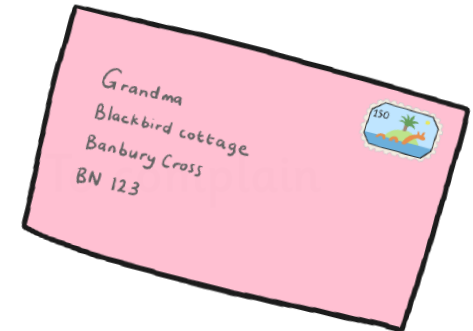
Did you write back and send a reply?



Different Types of Letters

People send letters for many different reasons.

Can you think why you might send or receive a letter?





Different Types of Letters

Letters can be organised under two headings. These are called **formal letters** and **informal letters**.

Formal letters are letters which are sent to people you don't know. They can be sent for different reasons, for example to complain about something, to give or ask for information or to make an appointment. Formal letters are usually set out in a certain way.

Informal letters are letters which are sent to people you know. For example, sending a postcard telling someone about your holiday, to say, "thank you" for a birthday present or writing to friends or family who might live a long way from you.



The Three Bears
Three Bears' Cottage
Fairy Tale Land
FL00 ABC
Dear Daddy Bear,

Goldilocks
Bramble House
Fairy Tale Land
FL01 DEF
Monday 1st June 2015

I am writing to complain about the chairs in your sitting room. They are most uncomfortable and when I sat on one whilst visiting recently it broke. I fell and I hurt my leg! I would be most grateful if you could use stronger wood in future.

Also, I was very upset that you were cross when you saw me in your house. If you do not wish to have visitors (even people you do not know) then you should not leave your front door unlocked.

Yours Sincerely
Goldilocks



Dear Daisy

How are you? We are at the seaside!
It has been like a dream and very
nice weather too. What a treat! We
have had ice cream every day and
my Mum said maybe I can go on a
donkey tomorrow and she will teach
me to swim, what a week it's been!
We've spent lots of money as it isn't
cheap and our feet are tired but it's
been worth it.

Lots of love and see you soon.

May xx



Daisy McClean

3 Sheaf Street

Milton Keynes

MK3 3ET



Answer



Daisy Happy
Flat 23 Clarence House
Long Lane
Caggletonville
CA12 4ON

Friday 2nd January 2015

Dear Santa,

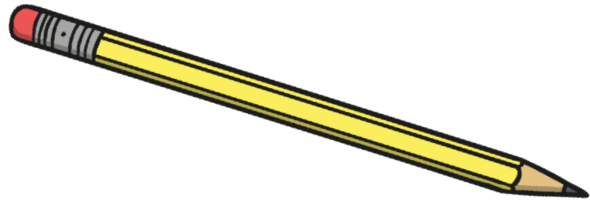
I am writing to thank you for the lovely presents you left at my house on Christmas Eve. I couldn't believe my eyes when I saw them all and so beautifully wrapped. Your elves must have been very busy this year.

I especially loved the bike and have been learning how to ride it, as I haven't had one without stabilisers before. The pink helmet is a perfect fit and I wear it to protect my head when I'm on my bike in case I fall off.

My brother James loved his train set and has been playing with it everyday since you delivered it. He loves the noises it makes and connecting all of the carriages together.

I hope you and Mrs Clause have a lovely holiday and the elves and reindeers have a well deserved rest.

Love from
Daisy xx

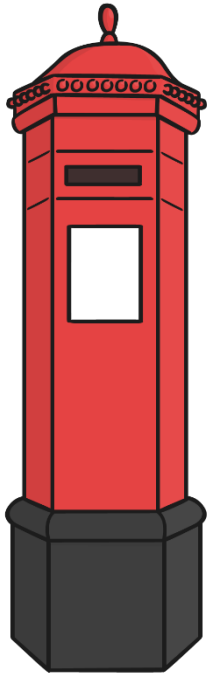


Answer



Mummy Bear
Three Bears' Cottage
Fairy Tale Land
FL00 ABC

Get Well Hospital
Healthy Road
Any Town
AN3 JKL
Wednesday 3rd June 2015



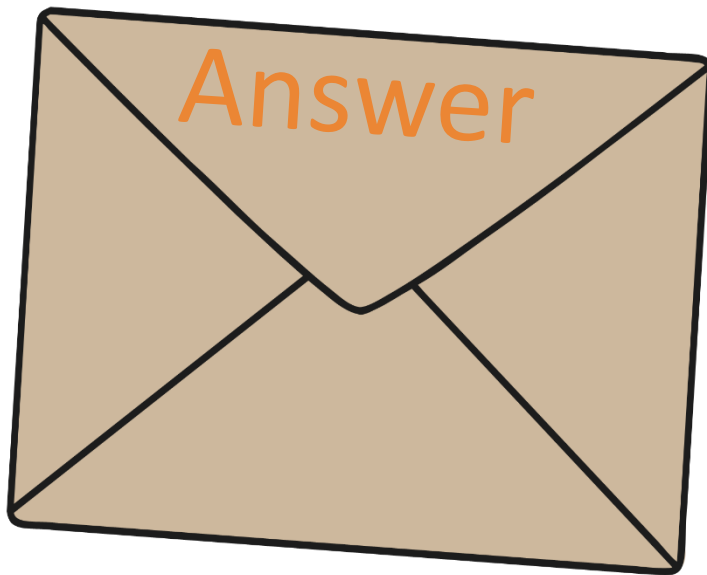
Dear Mummy Bear,

I am writing to inform you that you have an appointment with Doctor Cure on Friday 29th June at 10am. If you are unable to attend please could you contact us as soon as possible to arrange a more suitable time.

Yours Sincerely
Nurse Caring



Gran's Cottage
Dark Wood Lane
Forest Town
FT1 LMN
Friday 23rd May 2015

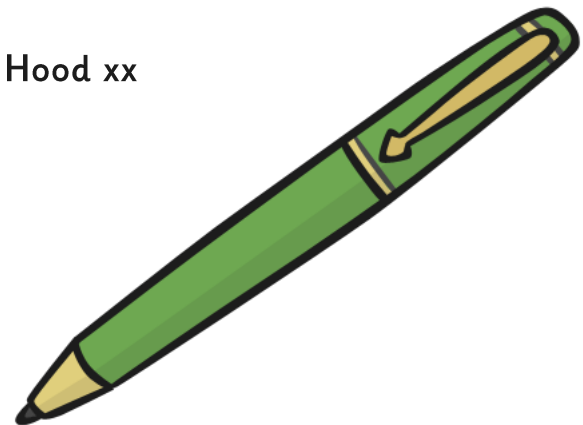


Dear Gran,

How are you? Mum told me you haven't been feeling very well. I have baked you some of your favourite cakes and wondered when it would be possible for me to come and visit?

Hope to see you soon.

Lots of love
Little Red Riding Hood xx



How did you get on?

The Three Bears
Three Bears' Cottage
Fairy Tale Land
FL00 ABC
Dear Daddy Bear,

Goldilocks
Bramble House
Fairy Tale Land
FL01 DEF
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Also, I was very upset that you were cross when you saw me in your house. If you do not wish to have visitors (even people you do not know) then you should not leave your front door unlocked.

Yours Sincerely
Goldilocks

A letter of complaint is a formal letter. It contains the address of the person that the letter is being sent to, along with the address of the person who is writing the letter.



Dear Daisy

How are you? We are at the seaside!
It has been like a dream and very
nice weather too. What a treat! We
have had ice cream every day and
my Mum said maybe I can go on a
donkey tomorrow and she will teach
me to swim, what a week it's been!
We've spent lots of money as it isn't
cheap and our feet are tired but it's
been worth it.

Lots of love and see you soon.

May xx



Daisy McClean

3 Sheaf Street

Milton Keynes

MK3 3ET

**A postcard is an
informal letter,
usually sent to
someone you
know.**





A thank-you letter is often an informal letter. It contains the address of the person that the letter is from and the date.

Daisy Happy
Flat 23 Clarence House
Long Lane
Caggletonville
CA12 4ON

Friday 2nd January 2015

Dear Santa,

I am writing to thank you for the lovely presents you left at my house on Christmas Eve. I couldn't believe my eyes when I saw them all and so beautifully wrapped. Your elves must have been very busy this year.

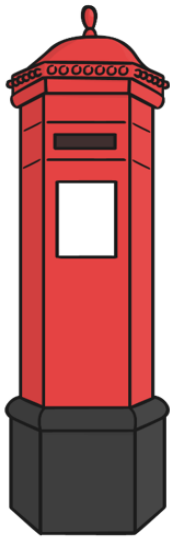
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I hope you and Mrs Clause have a lovely holiday and the elves and reindeers have a well deserved rest.

Love from
Daisy xx





Mummy Bear
Three Bears' Cottage
Fairy Tale Land
FL00 ABC

Get Well Hospital
Healthy Road
Any Town
AN3 JKL
Wednesday 3rd June 2015

Dear Mummy Bear,

I am writing to inform you that you have an appointment with Doctor Cure on Friday 29th June at 10am. If you are unable to attend please could you contact us as soon as possible to arrange a more suitable time.

Yours Sincerely
Nurse Caring

A letter for an appointment is a formal letter. Formal letters often end with 'Yours Sincerely' followed by the name of the person who is writing the letter.



Gran's Cottage
Dark Wood Lane
Forest Town
FT1 LMN
Friday 23rd May 2015

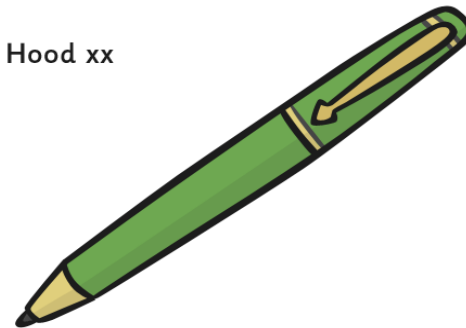
A letter sent to a friend or family member can be finished in a more familiar way, such as 'Love from' or 'See you soon', followed by the name of the person who is writing the letter.

Dear Gran,

How are you? Mum told me you haven't been feeling very well. I have baked you some of your favourite cakes and wondered when it would be possible for me to come and visit?

Hope to see you soon.

Lots of love
Little Red Riding Hood xx



Writing Informal letters

Informal Letters (Purpose)

Informal letters are written to someone you know well like a friend or member of the family.



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Let's start by reading an example

As you read the letter, can you think about how you know the letter is **informal**, written from one friend to another!

27 Common Lane,
Familiar Town,
Yorkshire,
S24 9TD.

24th March 2020.

Hi Billy,

I am sorry for not writing sooner. Honestly, I have been meaning to contact you ever since you moved away and I shouldn't have taken so long.

How is your new house? You're probably still getting used to the smaller bedroom. I hope you've managed to unpack everything now. Somewhere nearby, is there a park you're allowed to go to? No way will the equipment be as exciting as where we used to hang out, I bet!

At night, when I'm on my own, I keep wondering whether you would've had to move if your mum hadn't found out what we were doing. She said that moving away was for your own good but I don't see how it can be good to make you leave immediately with no explanation. We were so close to the source of the truth too. There's still something strange about that scratching noise, which we kept hearing, coming from the woods.

It's not like we were misbehaving. Maybe curiosity just got the better of us and we should have known better or maybe we really are too mischievous for our own good, like we kept getting told! We were such a great team though you and me. Even if it was you that first suggested exploring near the cemetery, you didn't have to persuade me. I made my own decision so don't blame yourself. I still reckon we'd have been fine if the thunder and lightning hadn't started. Eventually, in the mud and the darkening night, the trail out of that place just seemed to disappear.

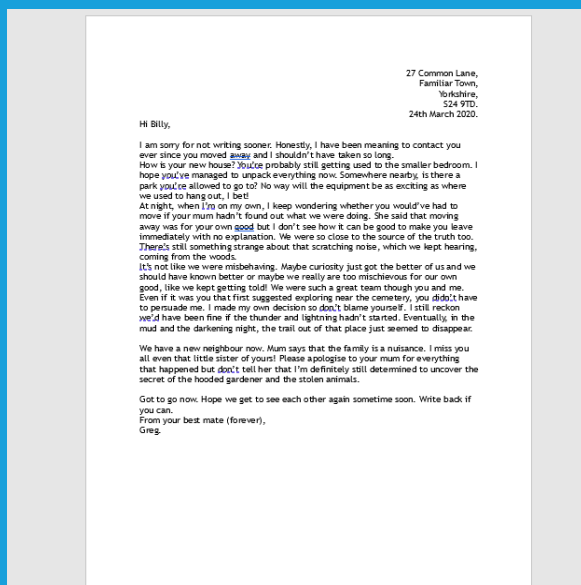
We have a new neighbour now. Mum says that the family is a nuisance. I miss you all even that little sister of yours! Please apologise to your mum for everything that happened but don't tell her that I'm definitely still determined to uncover the secret of the hooded gardener and the stolen animals.

Got to go now. Hope we get to see each other again sometime soon. Write back if you can.

From your best mate (forever),
Greg



Task 1-Fill in the checklist to provide key features of informal letters



letter

Informal Letters
Use **Week 7 Letter Example 1** to complete the checklist.

Feature	Write out any evidence you can find.
The writer's address (on right hand side) with commas separating each address line. Postcode with a full stop.	
Date below the address with a full stop at the end.	
On the left hand side, begin with "Dear 'Hello Hi'" and then a comma.	
Start the first line of the writing directly underneath "Dear: Hi....."	
Introduce the reason for writing	
Chatty friendly style (examples of chatty language)	
Ask questions (give an example)	
Paragraphs..... How many?	
End with a friendly statement	
End with - "bye for now, see you soon, lots of love etc"	
Name at the bottom	
Any other features?	

checklist

Task 2- Repeat Task 1 using a different letter.

Week 7 Letter Example 2.

Have you noticed that the address and date are set out differently. This is a more modern way of writing the address but both are fine!

Dear Natalie,

How are you? Although I had a cold recently, I am fine now. The cold only lasted for a few days. Mum gave me some medicine that helped relieve the symptoms. My little brother got a cold too.

Did you have a nice half term? I went to stay with my grandma Josie. I hadn't been to see her for a long time. We had lots of fun and she taught to how to cross stitch. We also went shopping and made cakes. I am very glad I went to stay.

I am back at school now and we are learning about the Egyptians. So far, we have found out how they built the pyramids. I'm really looking forward to finding out how they made people into mummies. My teacher is really cool.

What is your school like? What are you learning at the moment?

Dad told me today that we're going to Wales summer holiday. I am excited. I haven't been there before. We are going to West Wales and will stay in a static caravan near Towy. Are you going on holiday this year?

I better go and do my homework. My teacher wants me to do well at school and so do, so I better try my hardest!

Lots of love,
Francine.

64 Brown Lane,
Foxhole,
Devon,
TQ9 7NJ,
13th June 2020.

Informal Letters

Use **Week 7 Letter Example 1** to complete the checklist.

Feature	Write out any evidence you can find.
The writer's address (on right hand side) with commas separating each address line. Postcode with a full stop.	
Date below the address with a full stop at the end.	
On the <u>left hand</u> side, begin with "Dear Hello/Hi" and then a comma.	
Start the first line of the writing directly underneath "Dear Hi"	
Introduce the reason for writing	
Chatty friendly style (examples of chatty language)	
Ask questions (give an example)	
Paragraphs How many?	
End with a friendly statement	
End with - "bye for now, see you soon, lots of love etc"	
Name at the bottom	
Any other features?	

Did you notice any similarities or differences?

Now it's your turn to write an informal letter:

Task 3:

Write a letter to a good friend about a favourite day during lockdown. It could be about a trip to the seaside/ countryside, a favourite bike ride, a baking challenge, fun in the garden, outdoor learning etc

- Don't forget to include key features : look at the checklist.
- You can write your letter on paper OR use the template provided.

Resources

Feature
The writer's address (on right hand side) with commas separating each address line. Postcode with a full stop.
Date below the address with a full stop at the end.
On the <u>left hand</u> side, begin with "Dear/Hello/Hi" and then a comma.
Start the first line of the writing directly underneath "Dear/ Hi....."
Introduce the reason for writing
Chatty friendly style (examples of chatty language)
Ask questions (give an example)
Paragraphs..... How many?
End with a friendly statement
End with – "bye for now, see you soon, lots of love etc"
Name at the bottom
Any other features?

To write an informal letter

Paragraph 1: Make the reason clear why you are writing.

Paragraph 2: Write in a chatty manner (i.e. use contractions don't, can't etc), and you can use informal phrases and expressions, i.e. was feeling under the weather)

Paragraph 3: Summarise your main points for writing the letter

Signing off: You could choose from phrases such as - Best Wishes, Bye for now, All the best, Love from,

Write address here.

Dear _____

Paragraph 1

Paragraph 2

Paragraph 3

Sign off here

Write date below:

Don't forget to use the correct structure when writing out your letter. Here is an example!

Your address → **46 Riverview Park,
Glentown,
Dublin 23.**

The date → **15th February 2008**

Dear Jim, ← *The opening greeting*

How are things in Wicklow? I have not seen you for ages so I decided to write and give you all the news from Glentown. ← *Paragraph 1*

The football team is doing really well this season. We have reached the semi-final of the Cup. The new goalkeeper we got after you left is great. He has not let in a goal in the last three matches. ← *Paragraph 2*

My sister, Sandra, has just had a baby girl, so I am now an uncle. Maybe I will be able to make some money from baby-sitting and then I can come down on the train to visit you. ← *Paragraph 3*

Write soon and let me know all the news.

Your friend, ← *The dosing*

Martin ← *Your signature*

Formal letters

What is a formal letter?

A **formal letter** is used for writing to people for an official purpose, to someone they aren't familiar with. Often the purpose of a **formal letter** is serious, such as job or school application.

Let's read and understand an example.

Read the letter about Whales in Captivity (Week 7 Task 4 letter) and then answer some questions using the sheets (week 7 Task 4 Comprehension Questions.)

Wk 7 Task 4: Persuasive letter – Whales

14 Dunbar Drive,
Eggleston,
Reading,
Berkshire.
RG5 4HA.

12/01/2014

Re: Killer whales in captivity

Dear Sea Parks,

I am writing to complain about your policy of keeping killer whales in captivity for entertainment purposes at your venues. I strongly feel that you are not only breaching the most basic of animal rights by keeping the whales in your pools but also believe that you are harming them in the process too.

Killer whales are very large animals that, by their very nature, need vast room to swim and hunt within. It is a well-known fact that they can swim up to 100 miles a day whilst in the wild and I believe that you are restricting this instinct by holding them in small pools at your parks. Surely it must frustrate the whales and cause them stress being held in captivity like this.

In my opinion, making the whales perform to audiences on a daily basis is a cruel practice and one that you should be deeply ashamed about. Killer whales were not born to perform and should not need to be bribed to do the tricks that you ask of them. Would you enjoy being made to perform for food on a daily basis? Would this not be humiliating? I ask that you think carefully about the impact that these shows have on the whales' lives and put yourself in their shoes for a moment or two to consider how they must be feeling every single day.

Finally, I was shocked to find out recently that whales living in captivity typically live shorter lives than those in the wild. How do you feel knowing that you are responsible for this? It is not right that you are allowed to be involved in affecting the whales' lengths of life in this way.

In summary, I believe that you need to stop your shameful practice and release the whales back into the wild as soon as possible. It is outrageous that you have been allowed to get away with this for such a long time and I will do all I can to help ensure the safe release of the whales back into their natural habitat.

Jenny P

Jenny Pierce

Week 7 Task 4: Comprehension Questions – Persuasive letter, Whales in Captivity

1) Find and copy **one** word that informs us of Sea Parks' purpose for keeping the killer whales.

2) Up to how many miles can a killer whale swim per day?

75 miles

☐

125 miles

☐

100 miles

☐

150 miles

☐

3) Find and copy **one** word that shows what a whale is not born to do.

4) Draw lines to match the following words to their definitions:

captivity

To break something.

breaching

Making someone feel embarrassed.

restricting

Put a limit on.

humiliating

Being imprisoned or confined.

5) List **three** arguments used by Jenny Pierce to persuade Sea Parks that keeping killer whales in captivity is wrong.

6) Tick **one** box to complete this sentence.

Whales living in captivity typically live ...

☐

happier lives.

☐

shorter lives.

☐

healthier lives.

7) Look at paragraph 3. How would Jenny Pierce feel if she was a whale at Sea Parks? Use evidence from the text to justify your answer.

8) By keeping killer whales in captivity, Sea Parks are violating basic animal rights.

Do you agree with this statement? Use evidence from the text to justify your answer.

☐

Yes

☐

No

☐

Yes and no

9) If you were the owner of sea parks, how would you respond to this letter?



Task 5 – Looking for key features of formal letters.

Use the letter about “Whales in Captivity” to fill in the checklist (Task 5.)

Wk 7 Task 4. Persuasive letter – Whales

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Eailey,
Reading,
Berkshire,
RG5 4HA.

12/01/2014

Re: Killer whales in captivity

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Finally, I was shocked to find out recently that whales living in captivity typically live shorter lives than those in the wild. How do you feel knowing that you are responsible for this? It is not right that you are allowed to be involved in affecting the whales' lengths of life in this way.

In summary, I believe that you need to stop your shameful practice and release the whales back into the wild as soon as possible. It is outrageous that you have been allowed to get away with this for such a long time and I will do all I can to help ensure the safe release of the whales back into their natural habitat.

Jenny P

Jenny Pierce

Week 7 Letter Writing Task 5 – Fill in the checklist based on the letter about “Whales in Captivity.”

Features of Formal Letters Checklist

Does your formal letter include... ✓

the sender's address?	<input checked="" type="checkbox"/>
the address of the recipient?	<input type="checkbox"/>
the greeting 'Dear Sir/Madam' if you don't know the recipient or 'Dear Mr/Mrs/Miss (surname) If you know the recipient?	<input type="checkbox"/>
an introduction?	<input type="checkbox"/>
formal sentence starters such as 'I am writing to inform you' or 'I would like to express'?	<input type="checkbox"/>
details organised into paragraphs?	<input type="checkbox"/>
a conclusion saying what needs to happen next?	<input type="checkbox"/>
'yours faithfully' if you don't know the recipient or 'Yours sincerely' if you do know the recipient when you have finished the letter?	<input type="checkbox"/>
your name at the end?	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>