


Week 3 – Formal Letter Writing

- This week we will complete our formal letter based on the issue of plastics and pollution.
- You will then write your own formal letter using the skills you have learned so far.

We are writing a formal letter based on the important issue of plastics and pollution!



You will need your poster from last week which outlines your plastic issues and solutions.

ISSUES	SOLUTIONS
 <p data-bbox="405 656 583 802">Issue 1: add writing here.....</p>	

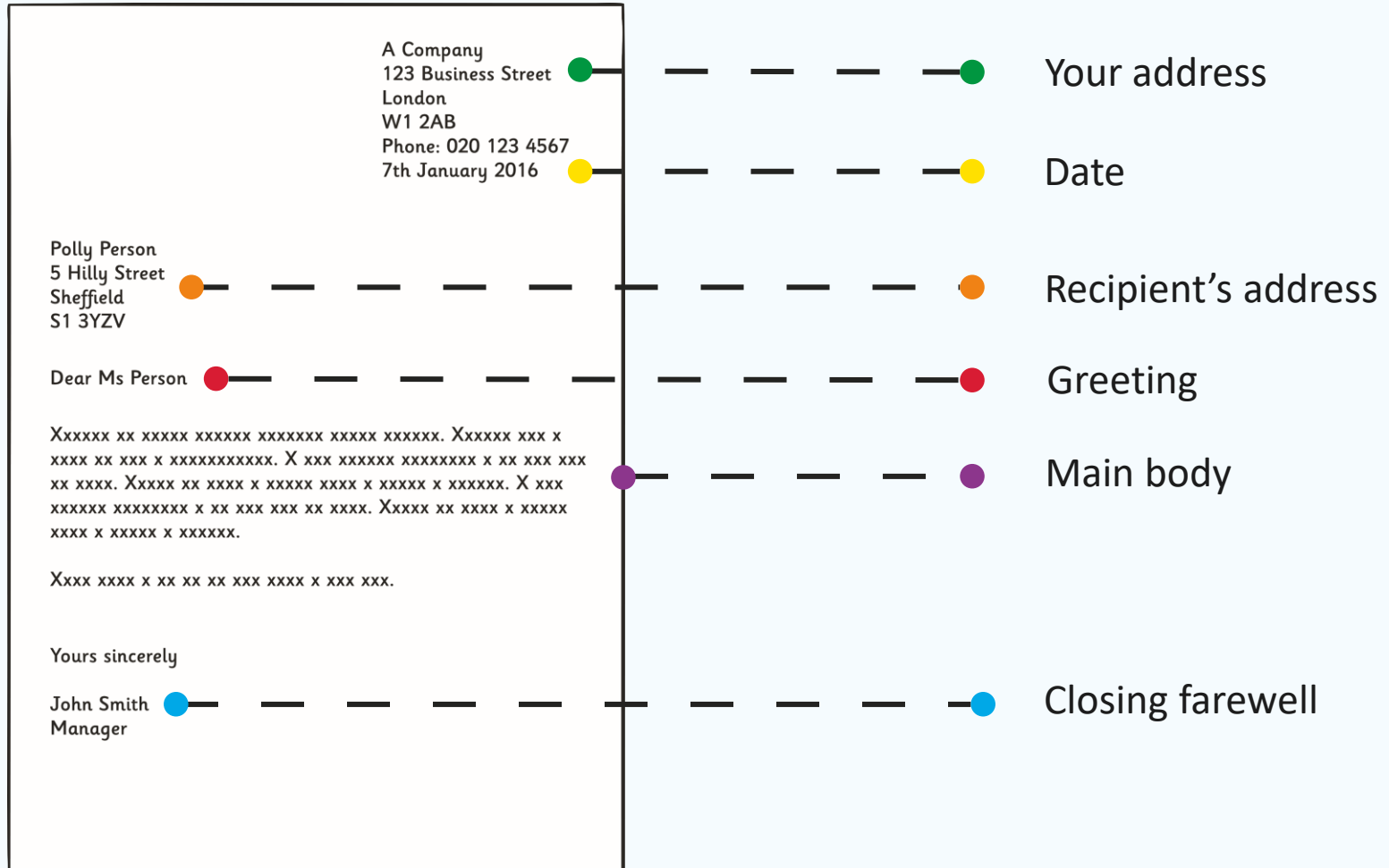
Here is the example from last week!

Preparation

This checklist will guide you through your writing:

- write our address/ date in the top right hand side.
- write the recipients address to the left of the paper.
- write “Dear
- create an introduction stating what the purpose of the letter is.
- make 3/4 main points about the effects of plastic pollution on the planet.
- think of 3/4 main solutions to write about.
- conclude the letter.
- sign off using “Yours sincerely,”

Layout- a reminder!



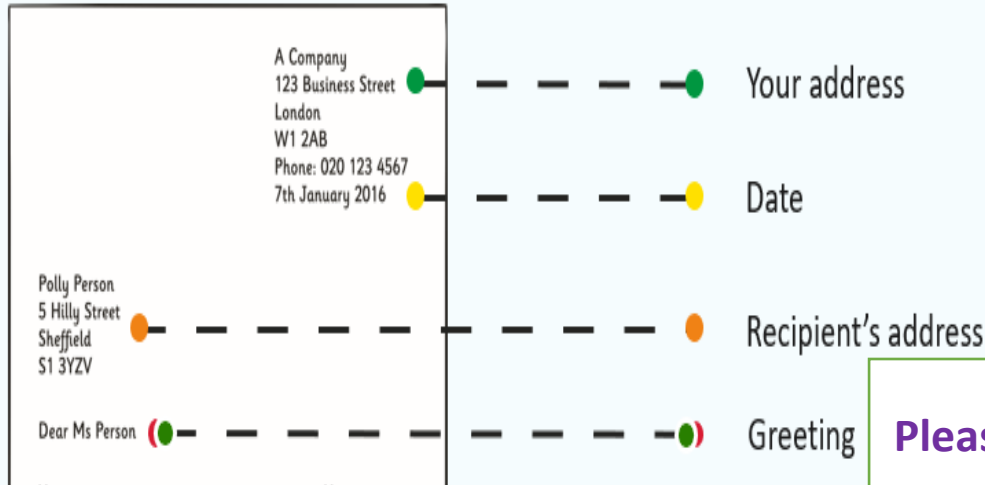
Task 1 :Writing your formal letter.

How to start!

Recipient's address:	Your address:
	Date:
Dear	
Yours	

You can either use your own lined paper OR use the templates in the resource area..... **Week 9 Formal Letters Task 1- Templates.** You should be able to write at least a page which is why you might choose to use your own paper!

Information needed for the top of your letter.



Then:
Dear Mr Smith,

Please use your own address and date at the top right.

To the left, add in who you are writing to:

**Mr Philip Smith,
Dept. of Environment,
Whitehall,
London.
KTY 8LI.**


Introduction

Now you need to write a small paragraph to introduce what the purpose of your letter is.

You **might** choose to start with one of these examples?

- I am writing to you as I am very concerned.....
- The issue of plastics and pollution is now so critical that I must.....
- The future of our planet is at a critical stage partly due to the use of.....

Main body of the letter

ISSUES	SOLUTIONS
	
Issue 1: add writing here.....	

- This is a suggested outline but you might have a better idea?
- You can write or use the computer.
- Draw or cut/ paste pictures.
- Include your 3/4 issues and solutions from Task 4.

- Now write your paragraphs about plastics and pollution **issues**.
- Then your paragraphs with **solutions** to these problems.

How will you end the letter? Can you make up your own sentence or two to finish off. Here is an example:

In conclusion, I hope you will take my concerns seriously and I look forward to your immediate reply.

Yours sincerely,

Ben Jones
Year 5

1. Notice the final sentence which concludes the letter.
2. Then the writer uses “Yours sincerely,” because we know the name of the recipient. (Mr Smith)
3. Finally sign the letter with your name.

Task 2 : Reading and Understanding a formal letter regarding a complaint.

Formal letter of complaint

McDonalds PLC Big Mac Place Shuttle borough Kent	Mr and Mrs Jones 37 Peterborough Road Nuneaton Warwickshire CV17 7BM
	15 th October 2009
Dear Ronald,	
I am writing to complain about the terrible service I received in your Nuneaton Branch last week.	
My family and I were hoping to go for a 'quick' bite to eat on the way to visit some friends of ours. We arrived in your restaurant on Friday 13 th October and joined the queue.	
We waited for what seemed like hours, only to be served by a grumpy-looking, rude teenager who got our order completely wrong. My daughter is a vegetarian and was mortified when she opened her veggie burger to find a piece of chicken inside. We immediately reported it to your manager, who stated that we probably ordered the wrong thing. Well this is absolutely not true – why on earth would we order a chicken sandwich for a vegetarian?!	
Therefore we re-ordered my daughter's food and waited even longer, and were consequently very late for meeting our friends.	
I expect a full refund for our disastrous meal and am enclosing the receipt. We await your reply which we expect to be with us in the next seven days.	
Yours angrily	
The Jones family	

- Read a copy of **Week 9 Formal Letters- Tasks 2&3-Letter of Complaint.**
 - Answer the reading analysis questions in your home learning book.



Task 3- Writing a response!

- You are the manager at McDonalds.
- Can you write a reply to the Jones Family using a formal style of writing?
- Remember how to structure your letter.
- You might want to use the template from **Week 9 Formal Letters- Tasks 2&3- Letter of Complaint** to help you OR you may prefer to use lined paper.

Please send us your letters using our e-mail addresses!

Task 4

- Can you think of someone who inspires you; someone you look up to?
- It could be someone famous or it could be a family member or a friend!
- Plan and then write a letter to your chosen person, describing why you find him/her so inspiring.

Challenge

- Write it out neatly using the correct layout and send it off to your chosen person.
- TOP TIP- if the person is famous, you can often find a contact address by googling on the internet!