

Writing a Letter

Lesson Objective:

**To draft and edit/improve and complete
a letter to a Year 3 teacher**

Drafting

Use your planning as a basis for drafting your letter. Drafting is a case of expanding the plan into meaningful sentences and paragraphs whilst maintaining structure.

Beginning a letter

- Address: Use school address
- Long date: Thursday 16th July 2020
- Addressee: Dear Mr/Mrs/Ms/Miss ...,

Paragraph 1

- Purpose of letter:

I am writing to provide information so that you might know as much as possible about me before I begin Year 3 at the Junior School in September.

Paragraph 2

- Family and Pets:

My family is made up of five people and we have two pets...

Paragraph 3

- Likes:

At school, my favourite subjects include...

Afterschool clubs are fantastic because I am able to enjoy...

Paragraph 4

- Dislikes:

Unfortunately, I am not the greatest fan of...

Sadly, ... do not interest me very much.

Paragraph 5

- Hobbies and Interests:

Sport is very important to me because...

Music is definitely one of my greatest interests outside school...

Signing off

Depending on the type of letter and addressee, there are a variety of formal and informal ways to sign off.

Formal: *Yours faithfully* (when you do not know the person) *or* *Yours sincerely* (when you do know the person)

Informal: *Best wishes* etc.

For a new teacher

Yours faithfully,

Name

Recap of Features of a Letter

- Address
- Long date
- Addressee (Dear ...)
- Purpose of letter (why you are writing it)
- Clear paragraphs
- Appropriate sign off (formal/informal)
- Name

Structure

- Follow the tips on the previous slide to give your letter as much structure as possible
- This is now at the drafting stage so you need to expand on the planning with conjunctions (see next slide for a word bank) to help the writing flow as well as adjectives to engage your new teacher

Conjunctions Word Bank

- and
- but
- when
- whilst
- although
- however
- even though
- fortunately
- unfortunately

Task: Draft and edit/improve and complete a letter to your new Year 3 teacher.

Remember: Offer as much detail as possible and only include information relevant to each specific paragraph. Always keep the reader (your new teacher) in mind!