

# Writing a Letter

**Lesson Objective:**

**To draft and edit/improve and complete  
a letter to a Year R child**

# 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 16<sup>th</sup> July 2020
- Addressee: Dear Aidan/Eric/Margot ...,

# Paragraph 1

- Purpose of letter:

I am writing this letter to tell you all about Year 1 and all the fun you are going to have next year.

# Paragraph 2

- Favourite aspects of Year 1:

Year 1 has been amazing because I have learnt so much. I have loved being in Apple/Cherry/Pear Class because...

# Paragraph 3

- Differences:

In Year R, you spend plenty of time learning through play...

In Year 1, you can join clubs from the autumn term...

# Paragraph 4

- Closing statement:

I hope you have an amazing time in Year 1 where you will learn so many amazing new things.

# 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 Year R pupil

Best wishes,

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 the Year R pupil

# Conjunctions Word Bank

- and
- but
- when
- whilst
- although
- however

Task: Draft and edit/improve and complete a letter to a Year R pupil.

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