

# Planning a Letter

Lesson Objective:  
To plan a letter to a Year R child

# Structuring a Letter

- It is important to follow a specific structure when planning a letter.
- This will help when writing your final version to a Year R pupil later in the week.
- Address, date, addressee, purpose, paragraphs and sign off all need to be very clear and in this specific order.

# 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 still at the planning stage so having a skeleton of what you are actually going to write from start (address) to finish (appropriate sign off) is all that is required today

Task: Plan a letter to a Year R pupil.

Remember: Only offer key information for each specific paragraph at this stage. There is no need for full sentences. Always keep the reader (the Year R pupil) in mind!