



Your Target:

To write an informal letter
in character.



Day 1

Learning Question:

LQ: How can I write an informal letter in role?

Success Criteria:

- Understand the difference between formal and informal letters
- Identify and use formal and informal language
- Identify features of a letter e.g. date, address, formal/informal
- Use a range of punctuation

Vocabulary

- Immediate
- Symbol
- Lightning
- Stomach
- Temperature

Week 3

Monday

immediate

Tuesday

symbol

Wednesday

lightning

Thursday

stomach

Friday

temperature

Synonym

Write a list of words that mean the same thing.

immediate

Occurring or done at once.

Words within Words

How many other words can you make out of the word?



SPaG Shape-Up

Spelling

Words ending in **-ure**

All these words end in **-ure**.

Can you use these words to correctly fill in the gaps below?

measure

treasure

creature

picture

nature

1. The zoologist's favourite _____ is the armadillo.
2. "Can you _____ me, Dad? I think I've grown!" said Owen.
3. "Thank you for your gift," she said. "I will _____ it always."

Now write your own sentence for each of the words.

What Is an Informal Letter?

An informal letter is a letter that we send to people we know.

Types of informal letters can be:

- Thank you letters
- Postcards
- Letters to friends
- Letters to family members

Have you ever written any letters? To who? For what purpose?

Informal Letter Checklist

Write these out and tick them off as you read the informal letter example.

- The senders address
- The date
- An appropriate greeting
- An introduction
- Written in first person
- Written in a personal/familiar style with 'chatty' vocabulary
- Paragraphs separating information/ideas
- Address the recipient directly
- A conclusion
- A closing sentence
- The senders name/signature

Mini Task:

Using the example informal letter on the next slides, identify features from the informal letter checklist as well as any grammatical features from the success criteria.

Example features from the success criteria:

- Expanded noun phrases
- Colons, semi colons, dashes, hyphens
- Conjunctions (co-ordinating and subordinating)
- Prepositions (of time and place)
- Adverbials
- Contractions
- Modal verbs
- Parenthesis

Example informal letter:

Part 1

32 Windsor Gardens
Notting Hill
London
W11 1MB
United Kingdom

1st August, 2015

Dearest Great-Aunt Lucy,

I'm writing to you from my own bedroom in my new home, here in London. I've been adopted by a marvellous family who are called The Browns (whose generosity to bears seems limitless) and I want to tell you all about them and my adventures.

Since you moved into the Home for Retired Bears in Lima so many weeks ago, my life has been extraordinary! Having stowed away aboard a lifeboat on a gigantic container ship, I finally made it to England – just as you said I should. Although it was an extremely long journey, luckily I had just enough of your delicious marmalade to keep me going. On arrival in the port, I climbed on a train and ended up at a huge, bustling railway station where I thought I might find some friends. Unfortunately, I was there for hours before someone spoke to me even though I raised my hat and said, “Good morning,” most politely every time anyone passed. In addition, I made sure the label you wrote – the one with ‘please look after this bear’- could be seen but everyone ignored me.

Example informal letter:

Part 2

Thankfully, just as I was about to give up hope, an especially kind couple – The Browns – saw me and decided that they would take me home and look after me. Can you believe that? Since no one can pronounce my name in Peruvian bear language, they even gave me a new name. I am now called Paddington! Mr Brown explained that it is a very distinguished name for a bear.

When we flagged down a taxi, the driver said I couldn't get in because I was a bear; I gave him one of my special hard stares and he soon changed his tune – ha ha! At the Browns' home, I was introduced to Mrs Bird (who is their housekeeper: she looks after them all) and their two children – Judy and Jonathan. My room is located in the attic; it has an incredible view of the city.

Mrs Brown insisted that I needed a coat to keep me warm so she's bought me a beautiful blue duffle coat with a red lining. I'm enclosing a picture of myself in it, looking very smart. As you can see, it goes a treat with Great-Uncle's hat. Oh, talking of which, I've discovered a brilliant way for any bear to ensure that he's always full of energy: Mrs Bird makes me a marmalade sandwich each morning, which I keep in my hat for

Example informal letter:

Part 3

Even though I've only been here a couple of weeks, I've made lots of friends already. The best is Mr Gruber – he's an antique dealer in Portobello Road. Whenever we visit his shop, he's always got fascinating artefacts to show us. On the other hand, there are less-friendly neighbours around. Mr Curry (the grumpiest man alive) lives a few doors away and he's ALWAYS complaining about something or other. Do you know what he said to Mr Brown last week? 'Bears make the street look scruffy: you'll reduce our house prices.' What a cheek!

Anyway, Mrs Brown has just shouted up that we're off for a trip to the Natural History Museum so I've got to get going now. So exciting: apparently there's a blue whale skeleton there... Write soon and let me know how you are. What are your friends at the Home for Retired Bears like?

Lots of love and marmalade,

Paddington

p.s. Even though it's pretty yummy, Mrs Bird's marmalade isn't a patch on yours!

Your task for today

Tomorrow you will be writing an informal letter from the perspective of your chosen crew member aboard Ernest Shackleton's ship Endurance.

Today you will be planning what you are going to write in that letter.

Your letter should be made up of **5 paragraphs**:

- Paragraph 1 – Introduction
- Paragraph 2, 3 and 4 – Main body of letter. You need to decide on 3 topics you wish to talk about.
- Paragraph 5 – Conclusion

Planning Template:

You should plan:

- The address (you can be creative here)
- The date (this needs to be around the time of the voyage)
- An appropriate greeting (who are you writing to?)
- An introduction (why are you writing?)
- Written in first person (I, my, we)
- Written in an personal/familiar style with 'chatty' vocabulary (remember you know this person well)
- Paragraphs separating information/ideas (what are you going to talk about in each section?)
- Address the recipient directly (I know you are/Please say hello to...)
- A conclusion (summarise what you have said)
- A closing sentence (when will you write again? Do you wish them well?)
- The senders name/signature (who are you writing as?)