



Your Target:

To write a formal letter in character.

Sense-sations

What might you think, feel, hear and see when looking at **lightning**?

lightning

The occurrence of a natural electrical discharge of very short duration and high voltage between a cloud and the ground or within a cloud.

Noun Phrase Notion

Can you expand the noun into three different noun phrases?



SPaG Shape-Up

Spelling

-gue or -que

Can you complete these words using the correct ending?

lea ____

anti ____

uni ____

ton ____

Now use each word in a sentence.

Can you think of any more examples?

What is a formal Letter?

An formal letter is a letter that we send to people we don't know very well or people of importance.

Recipients could be:

- Monarchs
- Prime ministers
- Members of government/parliament
- Council members
- Headteachers
- Well-known people in the public eye (e.g. celebrities)

Reasons for writing formal letters:

Generally formal letters are used to express your opinion and usually the recipient will hold the opposite view to you. Therefore, formal letters can often be persuasive including reasoned arguments and evidence so that the recipient is encouraged to change their mind and see things from your perspective.

Formal Letter Checklist

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

- The senders address
- The date
- The recipients address
- An appropriate greeting (Dear sir/madam if you don't know the recipient or Dear Miss/Mrs/Mr and surname if you do know the recipient)
- An introduction
- Formal sentence starters and phrases e.g. I am writing to inform you or I would like to express...
- Paragraphs separating information/ideas
- A conclusion requesting or stating what you would like to happen
- A closing sentence
- 'Yours faithfully' if you do not know the recipient or 'Yours sincerely' if you do know the recipient
- The senders name/signature

Mini Task:

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

Examples from the success criteria include:

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

Note: there will not be any contractions or dashes as it is a formal letter and these are used in informal writing.

Example formal letter:

Part 1

Morbley Council
4 Middle Street
Morbley
MB2 FFH

116 Longroyd Lane
Morbley
MB9 PPQ
SB1 9SF

Monday 1st February 2013

Dear Sir/Madam,

I am an extremely concerned local resident, having just read an article in the Morbley News informing me that the council is seriously considering closing the sports centre. I am writing to let you know the reasons why I totally oppose this decision.

Demolishing the centre, in order to create extra car parking for the town, is an outrage as the centre is an important public service. More parking will encourage more vehicles into what is an already very congested town, bringing increased levels of pollution too.

I am one of the many locals who uses the centre every week, along with my children. My eldest son has karate lessons and my daughter has just started gymnastic classes. Furthermore, I use the swimming pool and badminton courts every week with friends and neighbours. The centre is a way for everyone to keep fit and healthy, so surely this must be protected?

Example formal letter:

Part 2

In addition to this, both my children visit the centre with their school for swimming lessons. Swimming is a vital skill which can save lives, so where do you propose these lessons will continue once the centre is closed? I very much doubt that the school will transport classes to the city sports centre, which is over an hour away from Morbley.

I think it is disgraceful that local people haven't been given a say in the matter so I have started a petition to keep the centre open. I have also begun a campaign encouraging local people to visit the town on public transport in order to reduce the need for more car parking.

I urge you to reconsider your plans and I look forward to your response.

Yours faithfully,

Louise Jones

Mrs Louise Jones

Your task for today

Tomorrow you will be writing a formal 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.

Before you begin writing, you need to think carefully about: who you are, who you are writing to and for what purpose.

And idea might be:

The ship has become stuck in sea ice. It is being crushed and you are unable to stay on it any longer as it is too dangerous. Perhaps you are writing to the king at the time (George V) or the Prime Minister (H. H. Asquith) requesting/persuading them to send a rescue party.

Your task for today

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

Remember to think carefully about the purpose of the letter before starting your plan.

If you are using the suggested example on the previous slide, you should select three 'arguments' for your main body. These will be three reasons why they should come and rescue you.

Planning Template: (Part 1)

You should plan:

- The senders address (You can be creative here as you may be stuck on sea ice in Antarctica!)
- The recipients address (Research this as it depends on who you are writing to)
- The date (An appropriate date depending on when you are writing during the voyage)
- An appropriate greeting (Dear sir/madam if you don't know the recipient or Dear Miss/Mrs/Mr and surname if you do know the recipient)
- An introduction (Tell them why you are writing)
- Formal sentence starters and phrases (e.g. I am writing to inform you or I would like to express...)

Planning Template: (Part 2)

You should plan:

- Paragraphs separating information/ideas
- A conclusion requesting or stating what you would like to happen
(Continue using formal language and phrases)
- A closing sentence (Make it emotive – include thoughts and feelings but continue writing in a formal tone)
- ‘Yours faithfully’ if you do not know the recipient or ‘Yours sincerely’ if you do know the recipient
- The senders name/signature (Who are you pretending to be?)