



Letter Writing

An informative PowerPoint about
Letter Writing

LO: I can distinguish between formal
and informal letters

Why Are Letters Important?

Have you ever received a letter?

What was the letter about?

Did you keep the letter to share again?

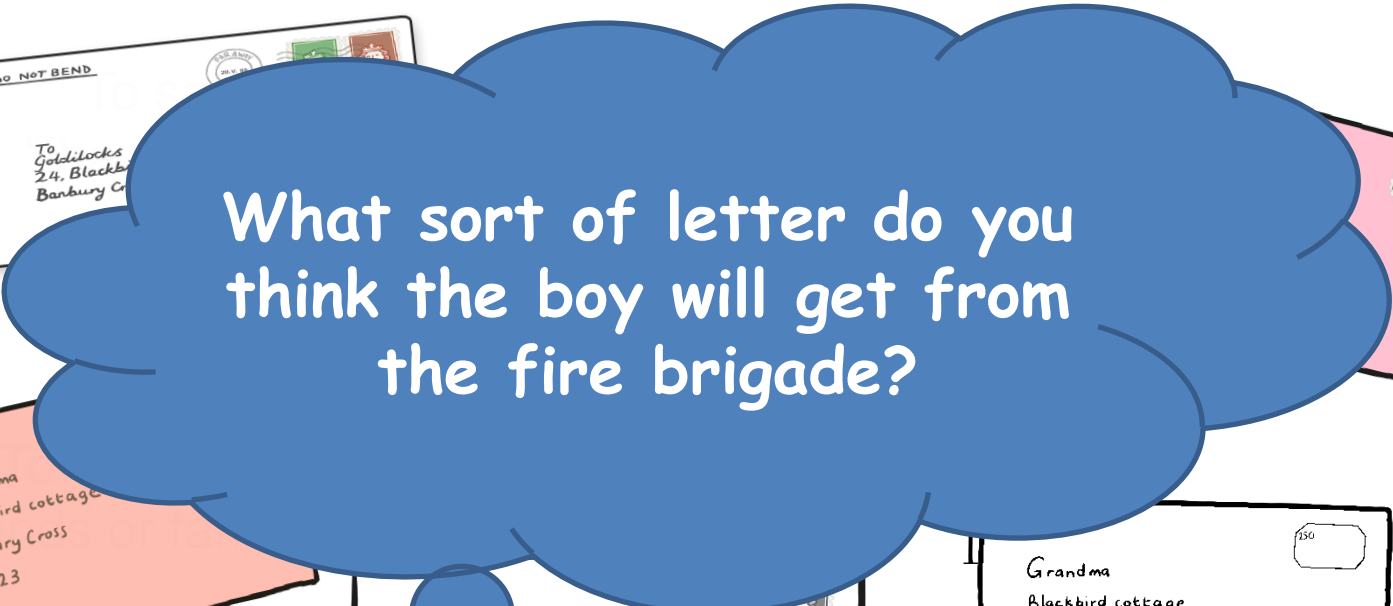
Did you write back and send a reply?



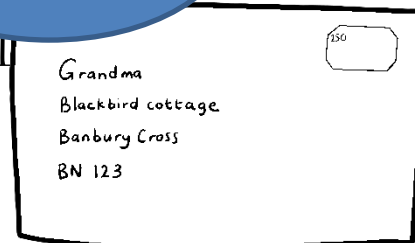
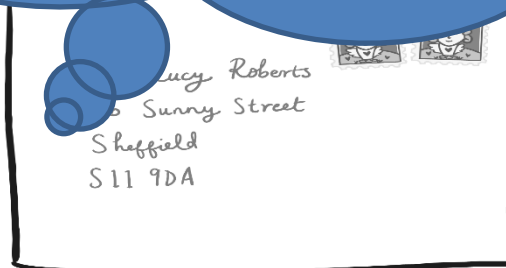
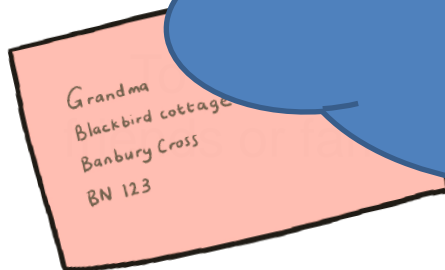
Different Types of Letters

People send letters for many different reasons.

Can you think why you might send or receive a letter?



What sort of letter do you think the boy will get from the fire brigade?





999 Furnace Hill, Beaconswood, BR1 6ADK

URGENT



Dear Alex,

Goodness me - A BABY DRAGON?!? IN YOUR HOUSE?
CRIKEY! It MUST be lost!

As well as being really scary, dragons are a serious
FIRE HAZARD! Especially YOUNG dragons.

If you have to keep it (and I really think you should NOT),
then make sure it is moist at all times. You never know
when it might ERUPT INTO FLAMES!

Golly, just thinking about it is bringing me out in a sweat!
Hang on...

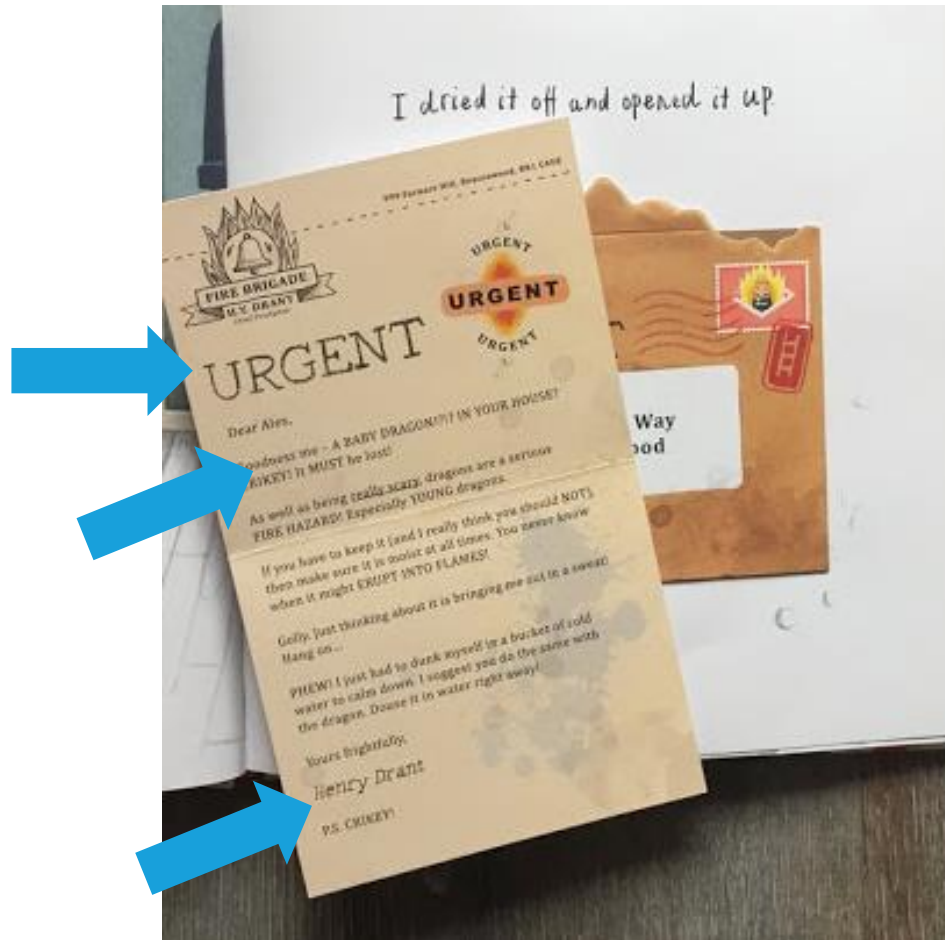
PHEW! I just had to dunk myself in a bucket of cold
water to calm down. I suggest you do the same with
the dragon. Douse it in water right away!

Yours frightfully,

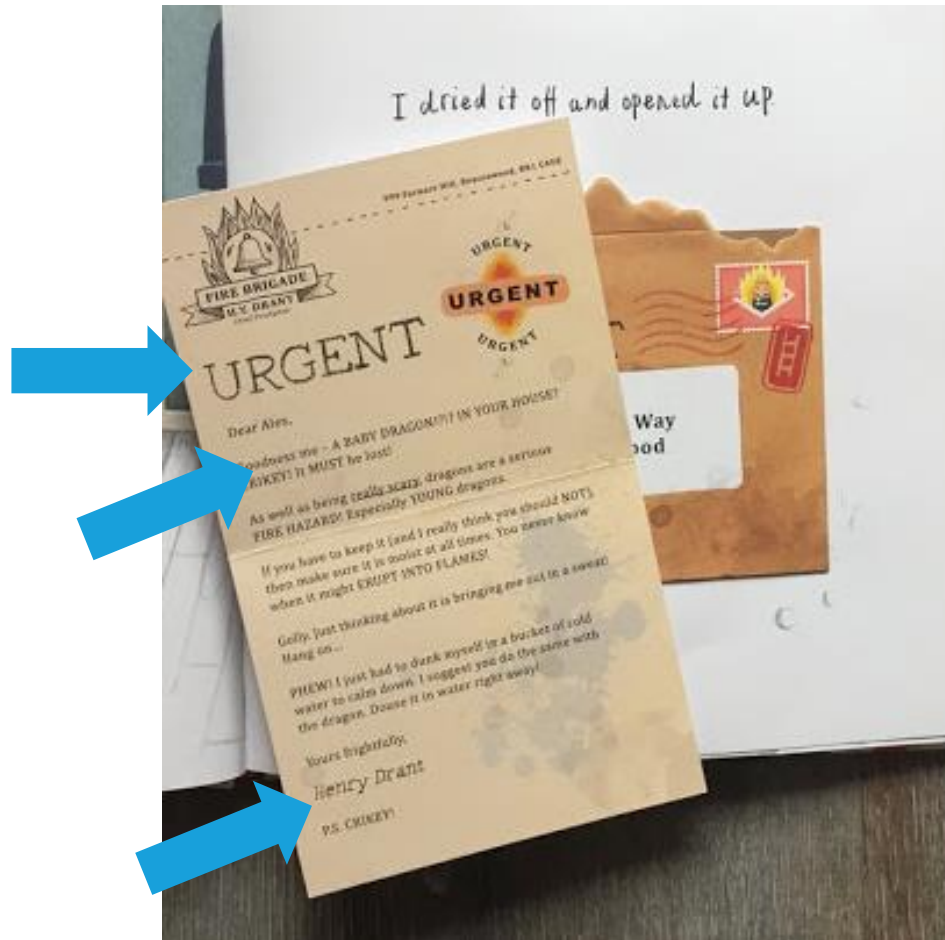
Henry Drant

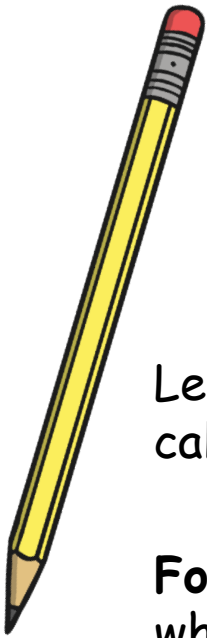
P.S. CRIKEY!

What important things can we see on the letter?



What important things can we see on the letter?





Different Types of Letters

Letters can be organised under two headings. These are called **formal letters** and **informal letters**.

Formal letters are letters which are sent to people you don't know. They can be sent for different reasons, for example to complain about something, to give or ask for information or to make an appointment. Formal letters are usually set out in a certain way.

Informal letters are letters which are sent to people you know. For example, sending a postcard telling someone about your holiday, to say, "thank you" for a birthday present or writing to friends or family who might live a long way from you.

Is the letter from the fire brigade formal or informal?

Activity

Sorting Letters Game

Look at the letters on the next few slides and see if you can sort them into formal and informal letters.

When you have decided which type of letter you think they are click on the answer envelope to reveal the answer.



The Three Bears
Three Bears' Cottage
Fairy Tale Land
FL00 ABC
Dear Daddy Bear,

Goldilocks
Bramble House
Fairy Tale Land
FL01 DEF
Monday 1st June 2015

I am writing to complain about the chairs in your sitting room. They are most uncomfortable and when I sat on one whilst visiting recently it broke. I fell and I hurt my leg! I would be most grateful if you could use stronger wood in future.

Also, I was very upset that you were cross when you saw me in your house. If you do not wish to have visitors (even people you do not know) then you should not leave your front door unlocked.

Yours Sincerely
Goldilocks



Dear Daisy

How are you? We are at the seaside!
It has been like a dream and very
nice weather too. What a treat! We
have had ice cream every day and
my Mum said maybe I can go on a
donkey tomorrow and she will teach
me to swim, what a week it's been!
We've spent lots of money as it isn't
cheap and our feet are tired but it's
been worth it.

Lots of love and see you soon.

May xx



Daisy McClean

3 Sheaf Street

Milton Keynes

MK3 3ET



Answer



Daisy Happy
Flat 23 Clarence House
Long Lane
Caggletonville
CA12 4ON

Friday 2nd January 2015

Dear Santa,

I am writing to thank you for the lovely presents you left at my house on Christmas Eve. I couldn't believe my eyes when I saw them all and so beautifully wrapped. Your elves must have been very busy this year.

I especially loved the bike and have been learning how to ride it, as I haven't had one without stabilisers before. The pink helmet is a perfect fit and I wear it to protect my head when I'm on my bike in case I fall off.

My brother James loved his train set and has been playing with it everyday since you delivered it. He loves the noises it makes and connecting all of the carriages together.

I hope you and Mrs Clause have a lovely holiday and the elves and reindeers have a well deserved rest.

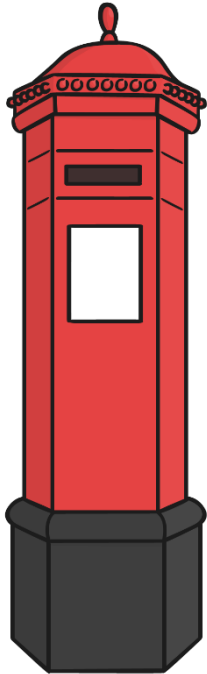
Love from
Daisy xx

Answer

NEXT

Mummy Bear
Three Bears' Cottage
Fairy Tale Land
FL00 ABC

Get Well Hospital
Healthy Road
Any Town
AN3 JKL
Wednesday 3rd June 2015



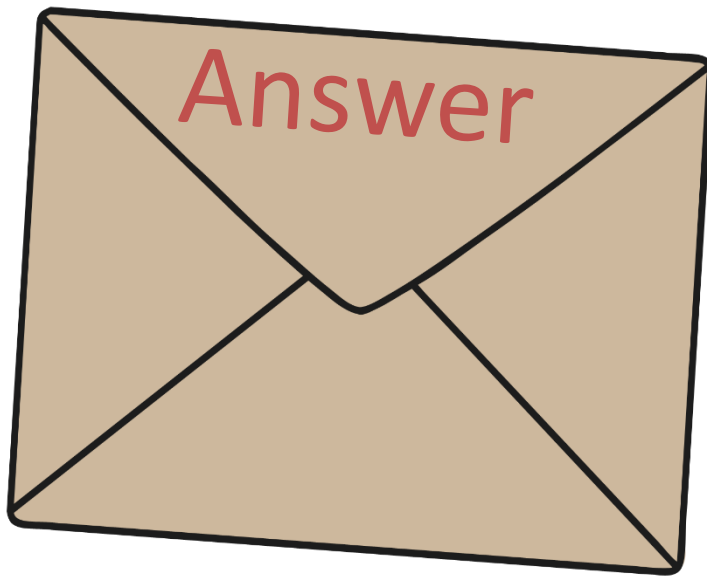
Dear Mummy Bear,

I am writing to inform you that you have an appointment with Doctor Cure on Friday 29th June at 10am. If you are unable to attend please could you contact us as soon as possible to arrange a more suitable time.

Yours Sincerely
Nurse Caring



Gran's Cottage
Dark Wood Lane
Forest Town
FT1 LMN
Friday 23rd May 2015

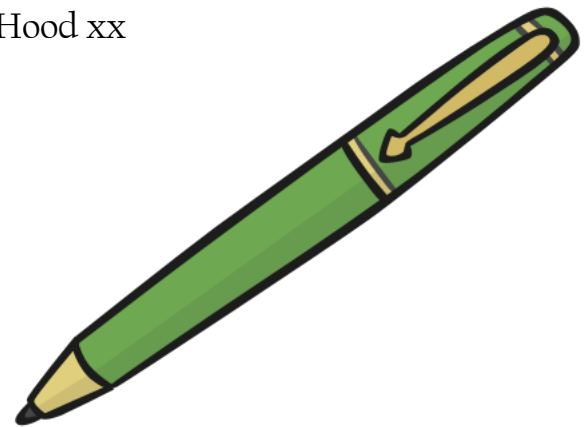


Dear Gran,

How are you? Mum told me you haven't been feeling very well. I have baked you some of your favourite cakes and wondered when it would be possible for me to come and visit?

Hope to see you soon.

Lots of love
Little Red Riding Hood xx



Task 1: Explain what a formal and informal letter is.

Formal letter: Written to someone who you don't know.

Informal letter: Written to a friend or family member.

Task 2: Sort types of letter (you can use the examples from the game we just played and you can add your own ideas as well if you can think of any).

Formal letters

- Goldilocks' complaint letter
- Appointment



Informal letters

- Postcard
- Thank you letter
- Letter to family

