



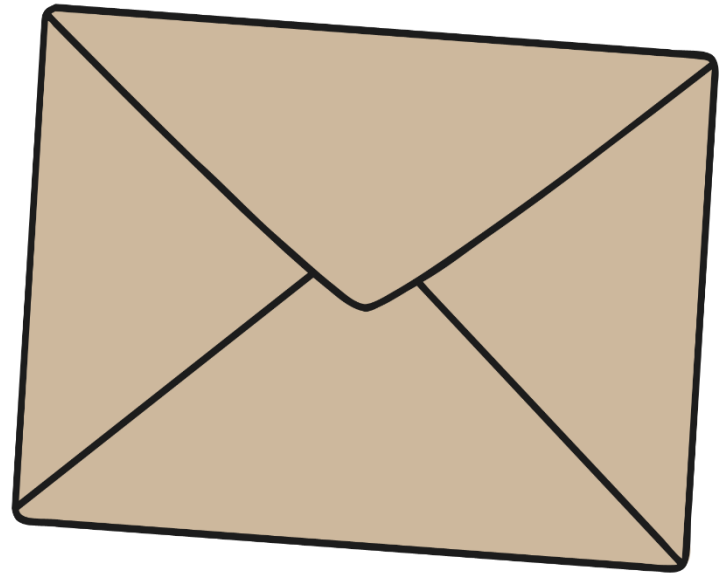
LO: I can write a formal reply

# Starter:

## Formal/ informal

What can you remember about formal and informal letters?

If we were to write back to the fire station, what type of letter should we send?



Look at the special techniques and features Mrs Hughes has used they're in different colours for you to spot them easily.



999 Furnace Hill,  
Beaconwood  
BR1 6aDE  
Wednesday 3<sup>rd</sup> March 2021

Alex Bixbee  
28 Draco Way  
Beaconwood  
B87 URN

Dear Mr Henry Drant and the rest of the fire brigade,

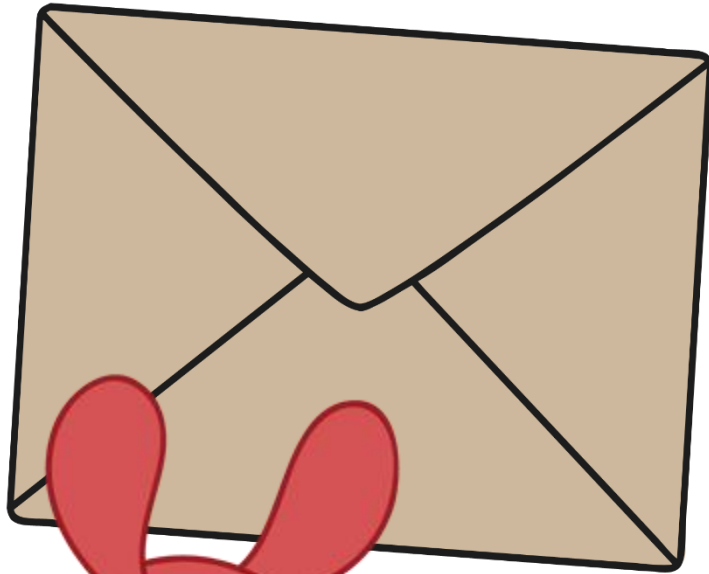
Thank you for your reply, I will definitely take your advice on board **but** I have been thinking that I want to keep the dragon as he seems **very friendly, safe and no bother at all**. Plus I have always wanted a pet dragon.

I will make sure that I douse it in lots of **icy, cold water** right away.

Take care and don't be too worried, I can handle this **because** I will be very careful. **It'll be fine!**

**Yours Sincerely,**

Alex.



Before you begin writing your own letter, let's think about a checklist of things we could include. What might be important to include?





# Checklist:

- Begin letter 'Dear'
- Write in full sentences
- Use commas for list
- Use BOYS conjunctions / because
- Thank the fire service
- Answer any points



999 Furnace Hill, Beaconswood, BR1 6AD



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!

