



Writing

Below are writing activities for you to do this week. Make sure you write at least a page for each piece.

This week is based on: **Letters**

Activity 1

With technology nowadays not that many people write letters but I have heard of so many people writing letters in lockdown. There really is nothing like an exciting envelope landing on your doormat! So, please write two informal letters. One to a friend and one to a relative.

How will the two letters differ?

Although they're informal, would you say the same to your bestie and your Gran? I really hope not! I'm sure Gran is not interested in TikTok!

If you are able and want to, post your letters. Either by hand if the person is local or using a post-box.

Informal letters don't have many features...can you remember any before you look at the example? Just because this is informal does this mean you cannot show off your Year 6 knowledge and SPAG? Impress your friends and family with: colons, semi colons, parenthesis, hyphenated words, contractions and more.

Winter Palace Hotel
Cairo
Egypt
22nd October, 1922

Dear Aunties,

How's everyone doing back in cold, drizzly England? It's roasting hot here in the Sahara!

Well it's been such a busy week so far here in Cairo while we've been planning our next trip up the River Nile to Luxor. Do you remember that's where I told you we're going to look for King Tutankhamun's grave? Before we can leave, I have to make sure we've got all of our stuff packed ready. Mind you, I'll have to hire dozens of people to carry it all from the boat to the dig site once we get there since it weighs an awful lot!

My favourite donkey's leg is a bit poorly and she's incapable of walking so I'll have to get her some medicine and ask a vet to look at her if I can find one. Hope that's not too expensive or Lord C will moan about the cost!

I reckon we're really onto the right place this time. All the information I've gathered shows Tut's just got to be there. Fingers crossed everyone!

I'll write again when I've got some more news.

Love,
Howard X

Activity 2

Formal letters are a little trickier. Why would you write a formal letter and to whom? We have done this unit of work this academic year and we wrote a letter of complaint about an awful holiday. Do you remember the rats in the pool, hair in the food, grey bedsheets and rude staff? Your letters and awful holidays were really quite disturbing! As discussed before, if you're rude when complaining no-one will listen to you. You need to appear thoroughly in control and demand a refund/free holiday/compensation without losing your cool.

Firstly, the features of a formal letter are very important there are some 'dos and don'ts'.

Look at the example below and scan for features. Then look at the breakdown of the features to remind you.

Example

Wheeler's Deals 12 Main Street Baytown Kent KT15 8RL	7 Jasmine Road Essex EX36 9EL
	24th June 2016
Dear Mr Wheeler,	
I bought a red, 2005, Buzuki Whiz from your garage on 16th July 2016 and I am very unhappy with it. I've tried calling you a number of times but as soon as I give my name, I am cut off. I'm writing this formal letter of complaint to inform you of the serious issues I have had with this vehicle and what I expect from you as a result.	
I started having problems just days after I bought the car from you. These issues include thick smoke coming from the exhaust, faulty windscreen wipers, a heater which only blows cold air, a broken horn and just yesterday one of the wing mirrors fell off. Mr Wheeler, you told me that this car was in excellent condition.	
First of all, I demand a full refund by the end of the month. Secondly, the car is sitting in our driveway and I expect that someone will come to collect it by the end of the week. Please be aware that if my expectations aren't met, I will be taking the matter further.	
Yours sincerely,	
Mr S.Holmes	

Breakdown of features

7 Jasmine Road
Essex
EX36 9EL

Your own address goes in the top right hand corner of the letter.

Wheeler's Deals
12 Main Street
Baytown
Kent
KT15 8RL

The address of the recipient goes on the left, below your own address.

24th July 2016

The date is written on the right hand side, starting below the address you are writing to.

Dear Mr Wheeler,

Dear Sir/Madam if you don't know the recipient or Mr/Mrs/Miss/Ms (surname) if you do.

I bought a red, 2005, Buzuki Whiz from your dealership on 16th July 2015 and to say I am unhappy with the purchase is an understatement. I have tried calling your garage a number of times but as soon as I give my name, the line goes dead. I am writing this formal letter of complaint to inform you of the serious issues I have had with the vehicle and what I expect from you as a result.

An introduction stating who you are and why you are writing.

Days after buying the car, I experienced the following problems: thick smoke coming from the exhaust, a loud rattling noise under the car bonnet, faulty windscreen wipers, a heater which only blows cold air, a broken horn, a sun roof which refuses to open and just yesterday one of the wing mirrors fell off. Mr Wheeler, you assured me that this car was in excellent condition and I trusted you. This car is unfit to drive and could have caused me to be involved in a road traffic accident.

Firstly, I demand a full refund by the end of the month. Furthermore, the car is sitting in our driveway and I expect that someone will come to collect it by the end of the week. Please be assured that if my expectations aren't met, I will be taking the matter further.

A final paragraph including any expectations or closing remarks.

End your letter using 'Yours sincerely' if you know the recipient or 'Yours faithfully' if you don't.

Yours sincerely,

Mr. S. Holmes

Mr S.Holmes

Finish with your name or signature.

So now you're clear on the features, write a letter of complaint. I will give you the scenario...

You've saved your money and are treating your best friend /mum/ dad/ sibling/grandpa to a trip to the cinema. You have been waiting for this film to come out for ages - you are avid fans. You have the t-shirts, keyrings, teddy bear and countless memorabilia. You have been looking forward to it for months as you are celebrating your birthday/graduation/promotion (remember you can take on the role of an adult, you're all mature enough to do this).

Well...you can only imagine the horrors you run into. The chairs are wet (what is that?!), the employee threw your hot dog at you, the lights weren't dimmed, the toilets were unusable and so much more!

Now you have the scene set write your letter. Aim for at least a page and a half.

This is the perfect piece of writing for a thesaurus! I learnt a new word today that is ideal for this piece:

dolt

noun

1. a stupid person.

I am using a formal word and it sounds much more impressive than 'stupid'!

For example: I am sorry to inform you that your employee, Sandra, is the definition of a dolt!

Sentence Starters

To begin with....

If that was not stressful enough...

The employee had the audacity...

My poor, distraught Grandpa...

Vocabulary

disgusting, abominable, gruesome, vile, vulgar, frightful

rude, obnoxious, shameless, revolting, arrogant

upset, distressed, distraught, agitated,

shocked, aghast, appalled, astonished

SPAG

Fronted adverbials, split speech

expanded noun phrases, rhetorical questions

Commands

****NO CONTRACTIONS****

Exciting Conjunctions

Therefore, hence, so, nor, yet, however, nevertheless, moreover, meanwhile, consequently

Activity 4

Here is another example of a formal letter but it is taking on a form of protest. Using this model to guide you write a shorter letter to protest something of your choice. Are they planning to knock the Shopping City down? Do they plan to build on the common? Are they banning sports for the next two years? What will make you want to protest?

Make this letter personal to you, hence you choosing your own scenario, but remember to make it formal.

116 Longroyd Lane
Morbley
MB9 PPQ
SB1 9SF

Morbley Council
4 Middle Street
Morbley
MB2 FFH

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?

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

Edit

On a new day, with fresh eyes, please read both of your formal letters through and edit. Get a dictionary and thesaurus.

OF ALL OF THE WRITING TO EDIT THIS IS THE MOST IMPORTANT. IF YOU HAVE ONE BORING WORD (LIKE UPSET, SAD OR DIRTY) YOU HAVE NOT EDITED ENOUGH!

If there is an adult available read it through with them and ask for some feedback. Please be open to editing Year 6. It is hard when you've tried your best but we are all human and make mistakes and there's always room for improvement 😊

Feeling confident?

Put on your 'poshest' voice and read your letter/s to your family...would they give you a refund or compensation?!

Keep up the hard work Year 6. I think your families at home will be blown away by your letters. I remember reading your last ones and being so proud! 😊