

Planning a Letter

Lesson Objective:

To plan a letter to a Year 3 teacher

Use of Mind Mapping

Use your 4 mind maps as a basis for each paragraph in your letter



Family and Pets

Likes

The image features the word "Likes" in a bold, black, sans-serif font centered on a white background. Five thin, black lines radiate outwards from the central text, positioned at approximately the 10, 12, 2, 4, and 8 o'clock positions, creating a starburst or radial effect.



Dislikes



Hobbies/Interests

Features of a Letter

- Address
- Long date
- Addressee (Dear ...)
- Purpose of letter (why you are writing it)
- Clear paragraphs
- Appropriate sign off (formal/informal)
- Name

Structure

- Follow the tips on the previous slide to give your letter as much structure as possible
- This is still at the planning stage so having a skeleton of what you are actually going to write from start (address) to finish (appropriate sign off) is all that is required today

Task: Plan a letter to your new Year 3 teacher.

Remember: Offer as much detail as possible and only include information relevant to each specific paragraph.