

Writing a Formal Letter

Summer Week 12 - Year 3 Writing Task

Task: Write a letter to your new Year 4 teacher

For your final English lessons of Year 3, we would like you to write a formal letter to your new teacher in order to tell them more about you.

3A → Mr Durrant
3F → Miss Brockman
3M → Mr Witchell
3P → Mrs Hatter

WEDNESDAY - Plan

1. Choose how many paragraphs you will write (between 3 and 6) and the theme for each one.
2. Write notes in each box to collect your ideas for that paragraph.

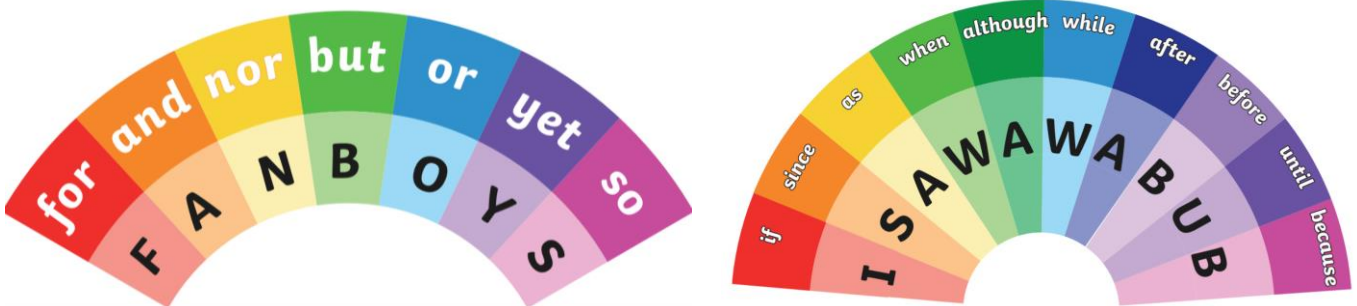
THURSDAY - Draft

Write your draft version of the letter, using the ideas you collected on your planning sheet.

To be successful:

- ✓ Write your **address** at the top
- ✓ Use **formal** language
- ✓ Structure your letter using **paragraphs**
- ✓ Link ideas using **conjunctions**

Remember to use the **conjunctions word bank** to help you:



FRIDAY - Final version

1. Read through your draft carefully. Can you correct any mistakes or make any improvements?
2. Write the final version of your letter in your **neatest handwriting**.

You can **submit your letter** the usual way via the **website** and we will forward it on to your new teacher or you might want to **post** your letter to the school's address.