

# Writing Letters

## Text Questions



Make sure you have a copies of the following three letters:

1. Letter to Alice (Winton Primary School)
2. KidsView TV
3. The Wealth of Westshire 'Farm Holidays' Competition

Answer the following questions in full sentences.

1. Look at **letter 1**. Who has written this letter?
2. On what date was **letter 1** written?
3. In **letter 1**, what 'practical advice' does the writer give to Alice about the farm trip?
4. At what address did Maggie Simpson write **letter 2**?
5. Look at **letter 2**. What is Maggie Simpson's job?
6. Look at **letter 2**. What will the writers of the three best letters receive?
7. Look at **letter 3**. Can you explain why Debbie Matthews wrote this letter to Mr Giles?
8. There are two addresses at the top of **letter 3**. Explain the difference between these two addresses.
9. Look at **letter 1**. Find and copy five words or phrases that the writer uses to show that she was impressed with Uplands Farm.
10. Compare **letter 1** and **letter 3**. How are these letters similar? How are these letters different?
11. Using all three letters, create a list of success criteria for letter writing. (What does a letter need to include? How is a letter laid out?)

**Extra Challenge:**

Which of these letters do you think is the *most formal*? Give reasons for your answer.