

Thursday 8th October 2020

WALT: identify features of letters

S2S: **I can**

- Identify similarities between letters
- Discuss the purpose of letters
- Discuss the structure and layout of letters
- Identify and label the key features of a letter



What is the purpose of a letter?

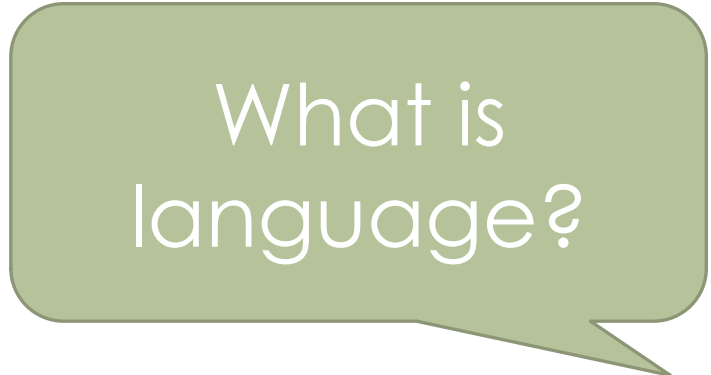
Why send a letter when you can send an email?

Features of a letter

- Letters have some common features – features that are found in all letters.
- These can be to do with structure or language.



What is structure?



What is language?



Structure

Structure is how a text is organised.

Some text types have a headline, some always have a conclusion.

Are they written in a particular format?



Language

Language is how a text is written.

Some use formal language, others use questions or lots of description.

The tense and person a text is written in is part of the language.

14 Green Road
Hilltown
Derby
4th May 2012

Dear Mr. Johnson,

I would like to order some meat for my Jubilee barbecue and I've been told that you will be able to help.

Could we have six kilograms of beef mince, ten chicken breasts, fifty sausages (pork and herb is fine) and two dozen lamb kebabs? I would like to collect my order on the 30th of May in the morning.

I hope that you will be able to provide me with these items at such short notice. Please could you phone me on 241532 to confirm as soon as possible.

Yours sincerely,
Mr. Fred Brown

ADDRESS

Write your address at the top right.

14 Green Road
Hilltown
Derby

30th May 2012

I would like to order some meat for my Jubilee barbecue, and I've been told that you will be able to help.

Could we have six kilograms of beef mince, ten chicken breasts, fifty sausages (pork and herb is fine) and two dozen lamb kebabs? I would like to collect my order on the 4th of May.

I hope that you will be able to help at such short notice. Please could you phone me on 241532 to confirm as soon as possible.

Yours sincerely,
Mr. Fred Brown

14 Green Road
Hilltown
Derby

30th May 2012

Date

Write the date underneath the address.

barbecue, and I've

Could we have six kilograms of beef mince, ten chicken breasts, fifty sausages (pork and herb is fine) and two dozen lamb kebabs? I would like to collect my order on the 4th of May.

I hope that you will be able to help at such short notice. Please could you phone me on 241532 to confirm as soon as possible.

Yours sincerely,
Mr. Fred Brown

14 Green Road
Hilltown
Derby
30th May 2012

Dear Mr. Johnson,

I would like to order some meat for my Jubilee barbecue, and I've been told that you would be able to help.

GREETING

Could

fifty

I would

I hope

If you know the person well : Dear George

If you know the person's name : Dear Mr. Baker

If you don't know their name : Dear Sir or Madam

could you phone me on 241532 to confirm as soon as possible.

Yours sincerely,
Mr. Fred Brown

14 Green Road
Hilltown
Derby
30th May 2012

Dear Mr. Johnson,

I would like to order some meat for my Jubilee barbecue, and I've been told that you will be able to help.

Could we have ten kilograms of beef mince, ten chicken breasts, fifty sausages (any brand is fine) and two dozen lamb kebabs?

I would

OPENING

I hope
could
Your
Mr. F

Tell the reader WHY you are writing :

I am writing to complain about...

I would like to know...

I am writing to you because...

14 Green Road
Hilltown
Derby
30th May 2012

Dear Mr. [redacted]

CONCLUSION

I would like to mention what you are writing for again. If you want something to happen after the person reads your letter, tell them.

Could you please deliver my order on the 4th of May. I would like to have fifty sausages (this is fine) and two dozen lamb kebabs?

I hope that you will be able to help at such short notice. Please could you phone me on 241532 to confirm as soon as possible.

Yours sincerely,
Mr. Fred Brown

14 Green Road
Hilltown
Derby
30th May 2012

Dear Mr. Johnson,

I would like to order some meat for my Jubilee barbecue, and I've
been told that you are the best person to contact for this.

CLOSE

If you are family or good friends : Love from

If you know the person's name : Yours sincerely

If you don't know their name : Yours truly or Yours

faithfully

I hope that you will be able to help at such short notice. Please
could you please call me on 241532 to confirm as soon as possible.

**Yours sincerely,
Mr. Fred Brown**

Why are paragraphs used?

4 Dove Close
Southampton
Hampshire
SO39 6HY

1st September 2019

Dear Amy,

Thank you for writing to me to ask for some help in solving your problem of children not wanting to go to bed at night. Fortunately, this is something I am quite an expert in as I have two children of my own and have tried out some different ideas. I have some suggestions that may help you.

First of all, I have found out that if you give the children a 10 minute then 5 minute warning before it is bedtime, they will be prepared and then will be more likely to do as they are told. This results in my children finishing what they are doing before bed time, rather than ask for more time.

Another thing that might help is to agree a time earlier in the day, and try and arrange it for after their TV programme has finished. It can be quite useful to make an agreement, for example you can stay up to watch that film tonight, but you will need to be in bed by 8pm tomorrow. As a result of this we have less arguments in our house.

I have also discovered a way to solve the problem of children getting up again once they have gone to bed. They are very good at making up excuses, for example they need a drink, to go to the toilet or are hungry. As part of the bedtime routine, I now make sure that children have had something to eat and drink (and of course clean their teeth afterwards) and been to the toilet. I have proved that this works very well with my children.

Finally, my children do not have a TV or computer in their bedrooms. This means that they cannot pretend to go to sleep whilst they are still watching television or playing a game.

I hope that you have found my suggestions useful and I have helped to solve your problem. If I can be any more help, please write to me again.


Yours sincerely

Mary Stevens


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S2S: **I have**

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How do you know?



Have you been successful today?