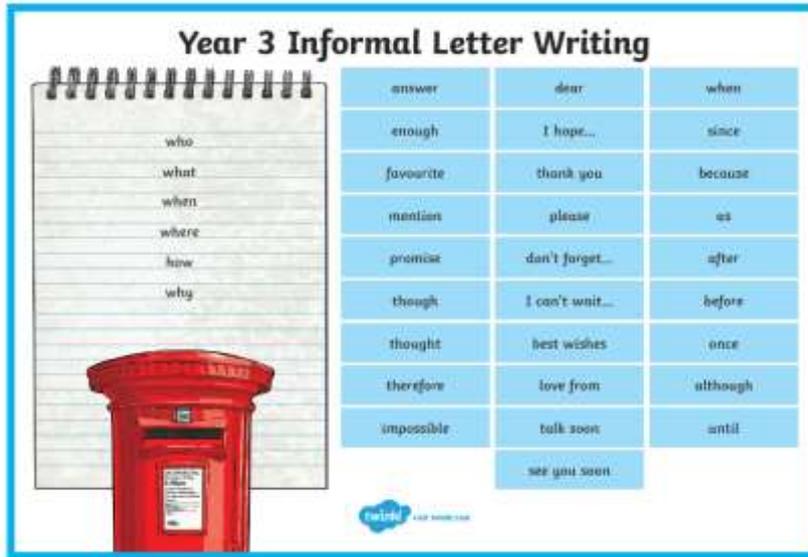


Writing task: Informal letter

Suggested SPAG: Present perfect tense

An informal letter is a letter who you would write to someone that you know to tell them about something. This would often be something about yourself, but it could be about an event that you know about. You would use all of the features of a letter, such as writing your address, but the language you use would be informal and friendly. (see below).



Task 1:

Read the informal letter from Howard to his Aunties below. Try to find the following features of an informal letter:

- Senders address
- Date
- Greeting
- Introduction
- Friendly, chatty language
- Conclusion
- Senders name/ signature

Next, try to find the specific SPAG features used:

- Conjunctions
- Present perfect tense
- Prepositions
- a/ an used correctly

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

Task 2:

Choose who you are going to write your letter to and decide what you will write about. You could write about:

- A letter to your parents thanking them for something they've helped you with
- A letter to a family member to describe what you have been doing lately
- A letter to a friend that includes your favourite memories together
- A letter to your future self, sharing your hopes and dreams

- A letter to someone in another country to tell them about your life
- A letter to your favourite celebrity telling them why you admire them
- A letter to a book/ tv/ film character asking them everything you want to know

In your letter, you will have an introduction, a main paragraph and then a conclusion. Think about what you want to say in your letter and jot down three bullet points. These will go in the main paragraph.

Now, complete the letter planning sheet in bullet points to help you think about what you are going to say. Remember, an introduction tells us why we are writing but doesn't give all of the information straight away.

Which address will you use in your letter?

How will you open your letter?

Paragraph 1:

Paragraph 2:

Paragraph 3:

How will you end your letter?

Task 3:

Now is the time to write your letter. Make sure that you give detail about the events you are writing about- it is always great to include adjectives and adverbs to give a bit of description! You could also include your feelings about a situation, or ask questions to the reader. If you send your letter, you might even receive a reply!