

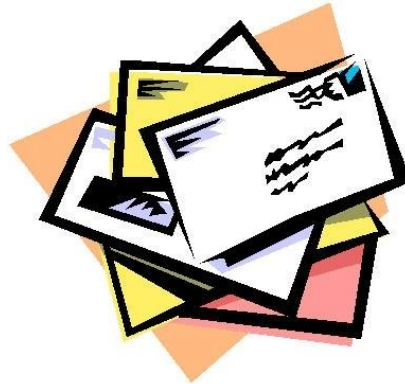
GGA – Writing (Letters) for Year Three: Spring 2

Why are we learning this?

Letters are a way of communicating with other people. Some people still send letters and emails work in a similar way.

Why is it important?

Letters give us a written way to communicate with other people.



Success Criteria

- I wrote my address on the right-hand side and put the date.
- I wrote Dear... followed by a comma.
- In the first paragraph I explained why I was writing.
- In the second paragraph I put the main details.
- In the third paragraph I wrote a closing statement asking for a reply.
- I ended using 'Yours sincerely' or an informal phrase for family or friends.
- I was polite.
- I used capital letters for the names of people, places and titles.

Dear
followed by
comma

Dear Mr and Mrs Bear,

I am writing to you to discuss my recent stay at your hotel. I wish to make a formal complaint because your website promised me a relaxing break with comfortable facilities and I was dreadfully disappointed.

Firstly, I would like to complain about the food. On my way to the hotel, I'd been looking forward to a delectable full English breakfast with juicy sausages, an egg with a runny yolk, delicious mushrooms and crispy toast but this was not offered at all! Instead, I was presented with a measly bowl of porridge. The first bowl was so salty that I almost choked. Then, a second bowl was brought out that was so sweet it was inedible. Finally, a third tiny bowl of porridge was placed in front of me which I just about managed to eat. Because of the bowl's size, I was left feeling very hungry but I weren't ask for anything else.

I decided to try to relax in the lounge area after my breakfast and read my newspaper. The first chair I sat on was so hard that it was terribly uncomfortable so I tried another. The next chair was so soft I sunk right into it like a hippo in mud! Once I'd fought my way out, I decided to try one more chair. The final chair I sat on smashed into a thousand pieces as soon as I put my weight on it. I was so embarrassed!

After an awful day, I decided to head up to bed because I thought a good night's sleep might help with my bad mood. In my bedroom, I changed into my pyjamas and then leapt onto the bed. What a monstrous mistake! The bed was so hard that it nearly broke my back so I asked for another room. In the next room, I didn't want to take any risks so I gently sat on the edge of my new bed but a spring popped out and poked me in the bottom! I shot up and immediately demanded yet another room. Eventually in the third bedroom I tried, I managed to get to sleep. Then in the middle of the night, I awoke to find the shadows of three peculiar characters lurking over my bed. I shot out of the window and ran as fast as my legs could carry me. I have never been so petrified in all my life!

In conclusion, I am writing to demand a full refund because of my appalling stay at your hotel. I have never had such a frightful time in all my life and would like the suitcase full of belongings that I left behind returned to my cottage as soon as possible.

Yours sincerely,
Goldilocks

Primrose Cottage,
Fairytale Land,
FT56 3MB

th February 2016

Address

Date

Yours
sincerely.... followed
by comma

Remember that in Year Three you must always:



Make sure that all sentences have a subject and a verb and make sense.

. ? !

Use the punctuation that you have been taught correctly.

“ ” ,

Reread your writing and uplevel it to make it more exciting.



Check your spellings using a dictionary.



Use neat handwriting with correctly formed letters and try to join your handwriting.