

Week 4 writing task

Your task this week is to draft a formal letter from Julian to August, apologising for your rude behaviour to August on the school tour.

To: auggiedoggiepullman@email.com

Subject: Sorry !!!!!!!

Message:

Hey august. Its me Jack Will. I noticed im not on ur friends list anymore. Hope u friend me agen cuz im really sorry. I jus wanted 2 say that. Sorry. I know why ur mad at me now Im sorry I didn't mean the stuff I said. I was so stupid. I hope u can 4give me

Hope we can b friends agen.
Jack

Worthing
BN11 2PH

Mrs Cossins
Music Teacher
Chesswood Junior School
Chesswood Road
Worthing
BN11 2AA

3rd July 2019

Dear Mrs Cossins,

I am writing to inform you that I would like a role of being a Music Leader. My name is Elara Currier and I feel like I would tick all your boxes for this job. The pleasure of sharing and doing music with you and others sounds like a dream.

I feel like I have the perfect attitude to help you with music. Helping you with other classes would be fine for I already help people in mine so it wouldn't make a difference. I am capable of managing distractions and I'm not afraid to share my ideas. For example, in class I have my hand up in any lesson to spread my thoughts on the subject.

My creativity for music is outstanding. I have many ideas to help people love its beauty and I could find a way to include the latest technology. Some of them are to make posters, we could also give house points to whoever performed in Assembly for their brwness.

Despite all of this, I am extremely good at making friends.

I have many friends that I have been with for a long time and some I met at the beginning of Chesswood. Although I do have loads of people who support me, I am more than happy to help those who aren't so sure (and who I don't know).

Most of the time I can be a bit untidy - everyone can be - but I do not mind if I have to tidy. I am sure that your classroom can be a mess with instruments everywhere so I can come to help it be the way it's meant to be. It isn't all about it being organised but it is also about being careful, which is what I am.

As you can see, I have ticked all of your boxes and have all of the ACRO skills. I would like you to consider me as a Music Leader. Thank you for spending your time reading it.

Yours sincerely,

Elara Currier

Willow Class, GBP

Session 1: WALT identify the features of formal letters

Compare the email and letter above. The email is between Jack Will and August. The letter is from a Chesswood pupil to Mrs Cossins, applying for a pupil leader position. What do you notice about the different forms of communication? What is the same? What is different?

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Session 2: WALT plan a formal letter

Plan your own formal letter to August from Julian, apologising for your rude behaviour on the school tour.

- Think about your layout - what features do you need to include and where should they go (eg addresses, date, etc)?
- Plan 3 paragraphs:
 - Para 1 - summarise what happened on the tour (who, where, when, what)
 - Para 2 - give your reasons why you were so rude to August
 - Para 3 - summarise by apologising and explaining how you will change in the future

Session 3: WALT draft a formal letter

Write your formal letter using the success criteria below to help you. You should write three paragraphs as you have done in your plan.

	Formal letter	
	Make the letter easy to follow. Use of: Address and date Dear Sir/Madam, Introduction summary of incident Who, What, When, Where Main paragraph that explains why you did what you did Justify and explain your actions Conclusion to apologise and show how you move on from this Yours faithfully,	
	Make sure the spellings and punctuation are correct and that the handwriting is easy to read (including capital letters!)	
	Use emotive language and a range of sentence structures (main/subordinate/relative clauses). Parenthesis to add personal responses or extra detail. Semi colons in a detailed list.	
	Correct letter layout (Use year 6 spellings correctly, written neatly in joined handwriting).	
	Make your writing link and flow using: FANBOY and ISAWAWABUB conjunctions Fronted adverbials (correctly punctuated)	
	Use verb tenses correctly and consistently throughout the letter.	
	Write a formal letter of apology that engages the audience (controlling grammar and vocabulary choices), using ideas from exemplars and your own reading.	
	Use the full range of Year 6 punctuation correctly to be precise and avoid confusion	

Session 4: WALT edit and improve our formal letter

Please read through you work, and using the success criteria, check off the objective you have achieved. Check spellings you are unsure of and up-level your vocabulary choices where needed.