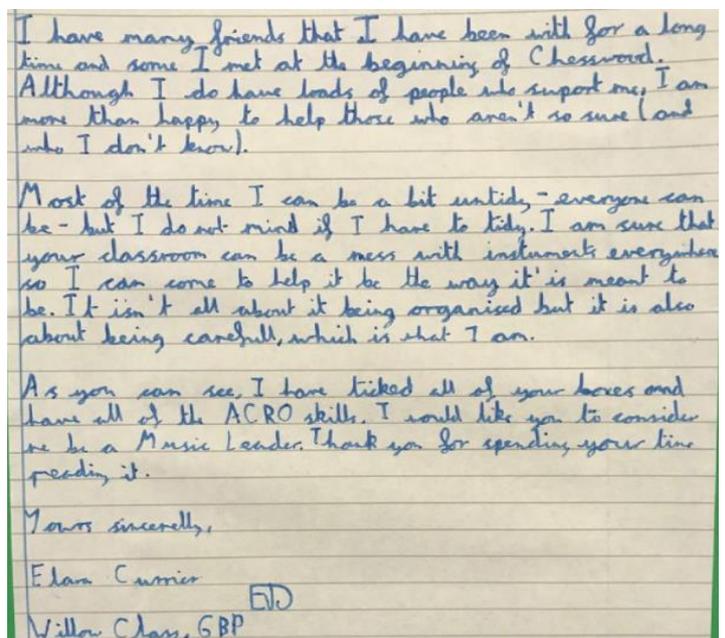
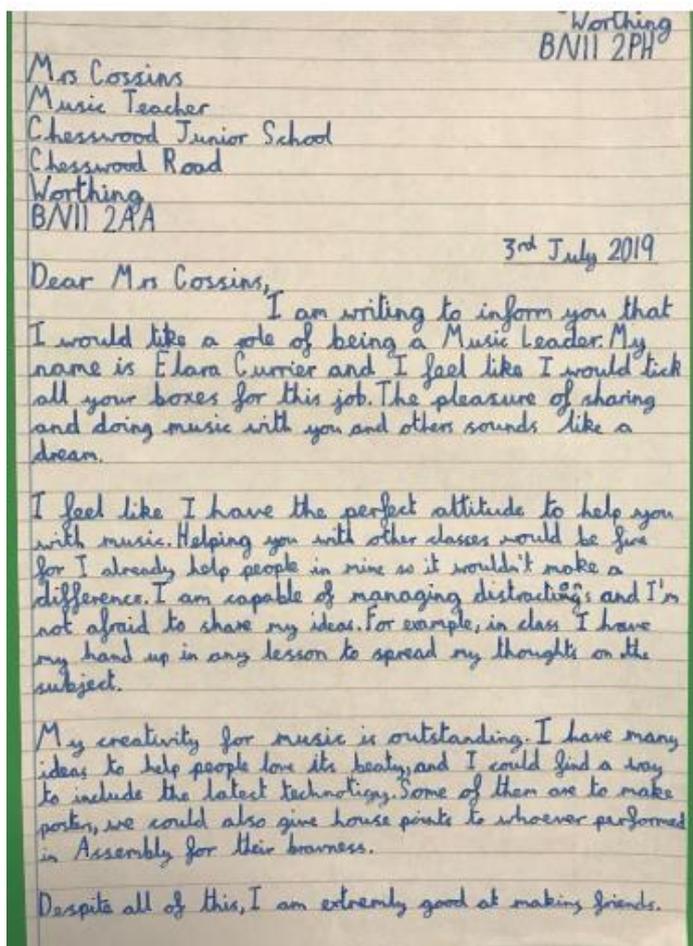
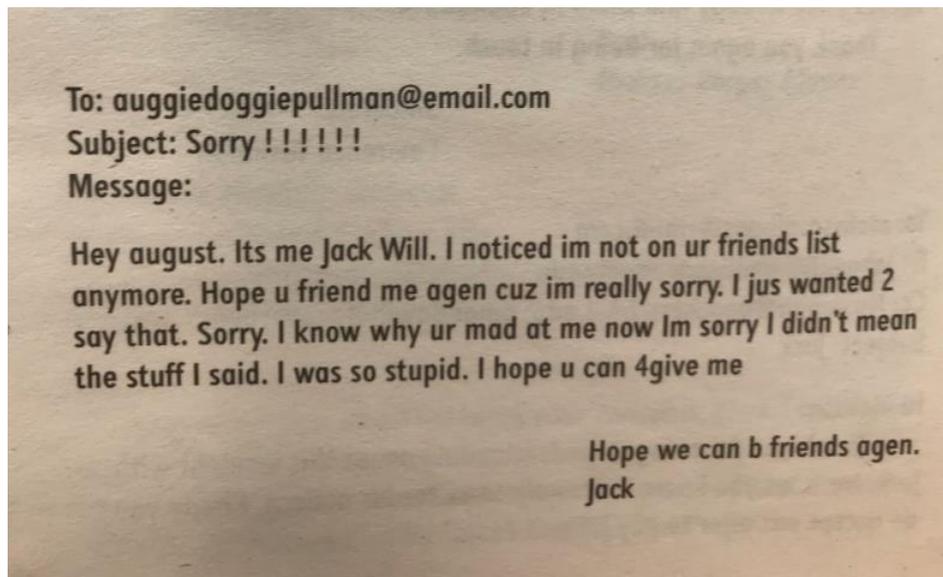


Week 4 writing task

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.



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?

Week 4 writing task

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.