

Week 5 writing task

Your task this week is to draft a formal letter from Jack to Mr Tushman, apologising for punching Julian in the face.

Session 1: WALT identify the thoughts and emotion of the characters

Create a mind map for Julian and Jack - what are they thinking and feeling leading up to the punch?




Session 2: WALT plan a formal letter

Plan your own formal letter to Mr Tushman from Jack, apologising for punching Julian.

- 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 before you lost your temper (who, where, when, what)
 - Para 2 - give your reasons *why* you were so angry
 - 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.	

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Session 4: WALT edit and improve our formal letter

Please read through your 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.