

Year 6 English 9th and 10th May

Letter Writing Task

L.O. To write a formal letter to a secondary school.

Task:

Plan and write a letter to your new Head of Year, introducing yourself and describing your hopes and worries about moving schools.

Example of an opening:

Your address: _____

Date: _____

Name of Head of Year: _____

Secondary school address: _____

Success Criteria:

1. Clearly explain your reason for writing.
2. Use formal/impersonal language.
3. Use formal connectives and Standard English.
4. Leave spaces between address/paragraphs.



Write a letter to your secondary school telling them what you are looking forward to, what you are nervous about, what you enjoy doing and something you dislike. Find out the name of the Head of Year 7 by looking on the school's web site. Watch this video to learn how to set out your letter.

<https://safeyoutube.net/w/DYxE>