

Class 4 English Assessment: The Art of Letter Writing

Learning objective: To demonstrate understanding of the features, structure, and formal tone required for writing a letter.

Read the following letter carefully. Answer the questions below using your knowledge of formal letter structure. Remember to use full sentences and your best handwriting.

12 Oak Lane, Sunnyville, SV4 2BT. 14th March 2024. Dear Mr. Barnaby, I am writing to you on behalf of the Sunnyville School Eco-Club. We would like to invite you to visit our school to speak about your work as a local beekeeper. We have been learning about the importance of bees in the natural world. Would you be available to visit us on Monday 15th April at 2:00 pm? We look forward to hearing from you. Yours sincerely, The Eco-Club Committee.

Word bank: Salutation · Recipient · Formal · Sign-off · Paragraph · Address · Punctuation

1. Identify the sender's address in the passage. Why is it important to include this at the top of a letter? (2 marks)

2. In the letter, why was 'Dear Mr. Barnaby' used instead of 'Hi' or 'Hey'? (2 marks)

3. What is the purpose of the opening paragraph in this letter? (2 marks)

4. Explain the difference between 'Yours sincerely' and 'Yours faithfully'. When would you use each one? (4 marks)

5. Why is it important to use clear paragraphing when writing a formal letter? (3 marks)

6. Rewrite the following informal sentence to make it sound more formal: 'Can you come to our school to talk about bees because we really want to know more?' (3 marks)

7. Writing Task: Write a short reply (4-6 sentences) from Mr. Barnaby to the Eco-Club. You must include a formal greeting, accept the invitation, ask one question about what the children have learned so far, and use an appropriate sign-off. (9 marks)

Draw: Draw a postbox or a delivery owl carrying a sealed letter to show how information is sent safely to its destination.



Extension challenge: Total: /25. Extension: Imagine you are writing a letter to a local shop owner to ask for a donation of £10.00 to buy wildflower seeds for the school garden. How would you persuade them to help you?