

Mastering Letter Writing with Pip and Friends

Learning objective: To understand the structure, tone, and purpose of formal and informal letters as per Class 4 English standards.

Read the front of each flashcard to test your knowledge about letter writing. Flip the card to check your answer.

What is the 'Salutation' in a letter?

The opening greeting, such as 'Dear Grandma' or 'Dear Sir/Madam'.

What is the difference between a formal and informal letter?

An informal letter is written to friends or family, while a formal letter is written to people you do not know well or for business purposes.

Where should the sender's address be placed in a letter?

In the top right-hand corner.

What is the 'Sign-off' or 'Valediction'?

The closing words before the signature, such as 'Kind regards' or 'Best wishes'.

Why do we use paragraphs in a letter?

To group related ideas together and make the letter easier to read.

If Pip is writing to his best friend, what tone should he use?

An informal, friendly, and chatty tone.

What is a 'Recipient'?

The person who is going to receive and read the letter.

If you are writing a formal letter to a shop manager, how should you sign off?

'Yours faithfully' (if you don't know their name) or 'Yours sincerely' (if you do know their name).

Where is the date written in a letter?

Underneath the sender's address on the right-hand side.

What is the main purpose of a letter?

To communicate information, share news, or make a request to someone who is not physically present.

Should you use contractions (like 'can't' or 'don't') in a formal letter?

No, it is better to use full words like 'cannot' or 'do not' to keep the tone formal.

What does 'Tone' mean in writing?

The way the author sounds, which changes depending on who the reader is.