

Writing a Letter to Pip the Bookworm

Learning objective: To understand the structural features of a formal or informal letter and apply them to communicate effectively.

Read each question carefully and use your knowledge of letter writing layout. Remember to use formal or informal language depending on who you are writing to.

Pip the Bookworm is currently living in the Great Library. He needs you to write a letter to him to recommend a new book for his collection. Ensure you include his address at the top right, the date, a clear greeting, and a polite closing.

Word bank: Salutation · Recipient · Sender · Sign-off · Paragraphs · Punctuation · Address · Date

1. Where should the sender's address and the date be positioned on a formal letter? Explain why this is important for the recipient. (2 marks)

2. If you are writing to Pip, who is a friendly caterpillar, would you use a formal salutation like 'Dear Sir/Madam' or an informal one? Write down an appropriate salutation for Pip. (1 mark)

3. Write a short opening paragraph (2-3 sentences) to start your letter to Pip, explaining why you are writing to him today. (2 marks)

4. Why is it important to use paragraphs in a letter? Give one reason related to the organisation of your writing. (1 mark)

5. Write a suitable sign-off for a letter to a friend, and explain how it differs from a sign-off used in a formal letter to a local business or a headteacher. (2 marks)

Draw: Draw a picture of Pip the Bookworm sitting on a pile of books inside the Great Library, holding a tiny envelope that you have just sent him.



Extension challenge: Imagine Pip has replied to your letter. Write a short reply (no more than 50 words) from Pip's perspective, thanking you for your book recommendation and telling you what he is planning to read next.