

Max the Monkey's Letter Writing Challenge

Learning objective: To identify the features of a formal and informal letter and understand the structure of written correspondence.

Read the clues carefully! Max the Monkey is trying to send a letter to his friend Pip the caterpillar, but he needs to make sure he has all his parts in the right place.

Answer Key: 1.C, 2.A, 3.B, 4.True, 5.False, 6.Salutation, 7.True, 8.Informal, 9.Date, 10.Sincerely.

Word bank: Salutation · Sign-off · Address · Date · Formal · Informal · Body · Postcode

1. 1. Which of these should go in the top right-hand corner of a formal letter? A) The recipient's name B) A funny drawing C) The sender's address* D) The weather report (1 mark)

2. 2. What do we call the greeting at the start of a letter (e.g., 'Dear Pip,')? A) Salutation* B) Introduction C) Sign-off D) Headline (1 mark)

3. 3. If you are writing to a friend, what type of letter are you writing? A) Formal B) Informal* C) Official D) Technical (1 mark)

4. 4. True or False: You should always include the date in your letter. (1 mark)

5. 5. True or False: In an informal letter to a friend, you must always use a formal sign-off like 'Yours faithfully'. (1 mark)

6. 6. What is the name for the main part of the letter where you write your message? (One-word answer) (1 mark)

7. 7. True or False: A postcode is part of an address. (1 mark)

8. 8. If you are writing to a Headteacher to ask for permission for a school trip, would you use a formal or informal tone? (1 mark)

9. 9. Where does the date usually go in a letter? (1 mark)

10. 10. If you write 'Dear Mr. Lion,' to start a formal letter, which word would be a suitable formal sign-off? A) See ya! B) Yours sincerely* C) Love from D) Bye (1 mark)

Draw: Draw an envelope with a stamp in the top right corner and the address written neatly in the centre.



Extension challenge: Write a short letter (no more than 50 words) from you to Pip the caterpillar, inviting him to a picnic in the park. Remember to include a salutation, a body, and a friendly sign-off!