

Letter Writing Assessment: Writing to Max

Learning objective: To use the correct layout and formal tone when writing a letter.

Read the task carefully. Use the word bank to help you. Write clearly and use your best handwriting.

Max the monkey is organising a maths club at the local community centre. He needs to order new equipment like calculators and rulers. He is writing a letter to the shop owner to ask for the prices of these items.

Word bank: Address · Greeting · Dear · Sincerely · Date · Paragraph · Formal · Signature

1. 1. Where should you write your own address on a formal letter? (1 mark) (1 mark)

2. 2. Max wants to start his letter politely. Which greeting should he use? Circle one: 'Hey Max' or 'Dear Shop Manager'. (1 mark) (1 mark)

3. 3. Why is it important to include the date on a letter? (2 marks) (2 marks)

4. 4. If you start a letter with 'Dear Shop Manager', how should you end the letter? (2 marks) (2 marks)

5. 5. Max needs to ask for the price of 5 rulers that cost £2 each. Write two sentences to ask the shop owner for the total price. Start with: 'I am writing to ask...' (4 marks)

6. 6. Extended Writing Task: Write a short letter (4-5 sentences) from you to Max. Tell him you want to join his maths club and ask what time it starts. Remember to use an address, date, greeting, and sign off. (15 marks)

Draw: Draw a picture of Max the monkey sitting at a desk with his maths equipment, getting ready to write his letter.



Extension challenge: Total: /25. Challenge: Can you add a postscript (P.S.) at the bottom of your letter to ask Max if he also has any coloured pens?