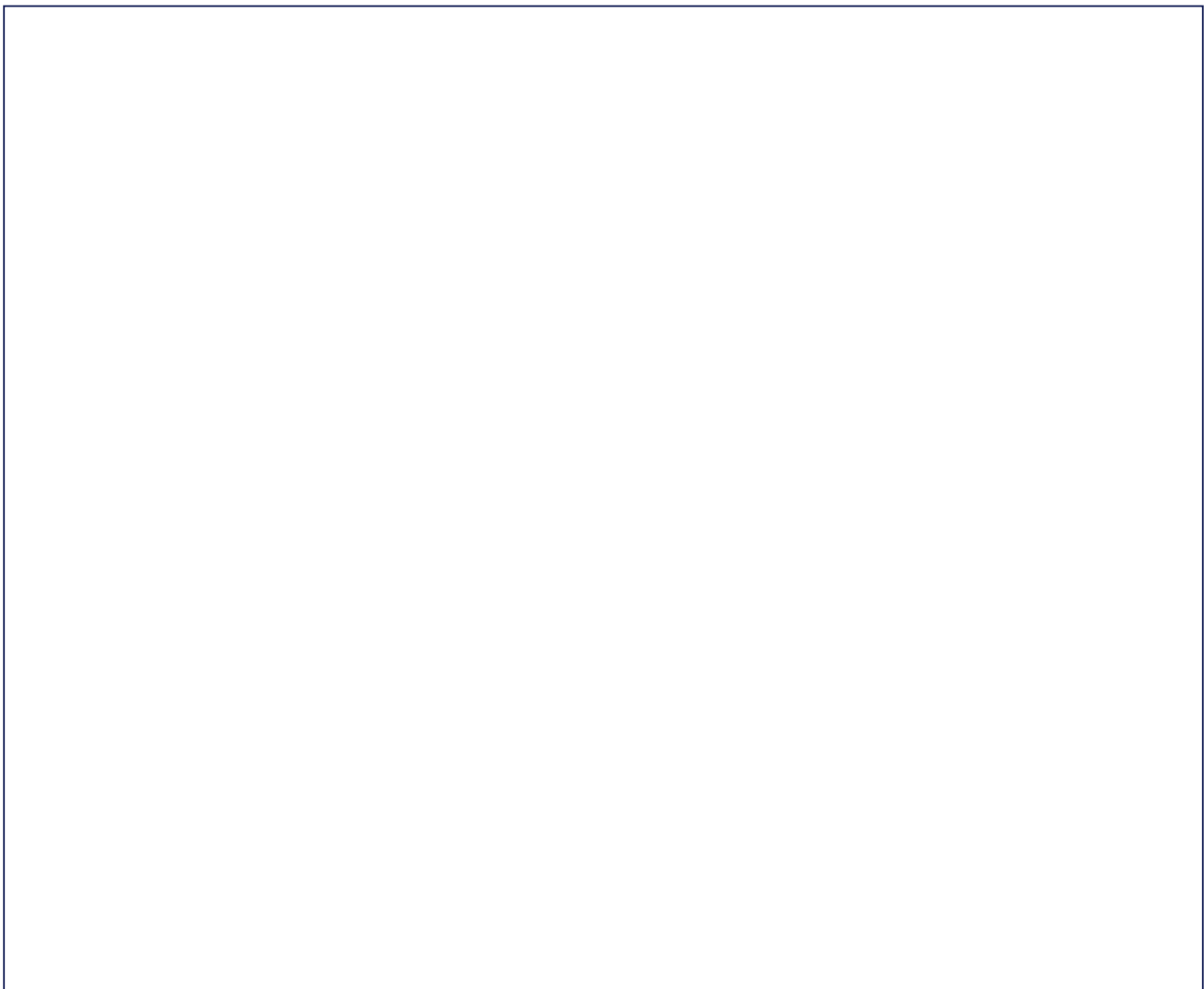


The Post-Office Adventure: Designing a Letter

Learning objective: To understand the formal features of a letter, including layout, structure, and address placement.

Today, we are helping Pip the bookworm write a formal letter to a friend. Use the space provided to draw your letter. Ensure you include the sender's address in the top right, the date, a formal greeting, and a clear structure for your paragraphs.

Draw: Draw a large sheet of writing paper filling the centre of the page. Use neat, ruled lines for the body of the letter. In the top right corner, sketch a square for a stamp. In the top left, draw a small icon of Pip the bookworm wearing spectacles. Use a clear, formal style that shows the structure of a letter, including space for the sender's address, the date, the greeting, the main paragraphs, and the sign-off.



Label words: Sender's Address · Date · Salutation · Main Body · Sign-off · Signature · Postmark · Stamp

Steps:

1. Draw a small rectangle in the top right corner of your letter. Label this 'Stamp'. Why is a stamp necessary for a letter to travel through the post?
2. Explain why it is important to include the date at the top of a formal letter.
3. Compare and contrast the layout of a formal letter to a text message. Justify your answer by identifying

one feature that makes a letter more official.

4. Draw an envelope around your letter. Where should the recipient's address be written? Label it clearly.
5. What might happen if you forgot to include a formal sign-off like 'Yours sincerely' or 'Kind regards' in a letter to a stranger?
6. Create an original address for Pip in the top right corner. Ensure you include a house name, a street name, and a postcode.