

Max's Magnificent Mailbox Quiz

Learning objective: To identify and apply the formal and informal conventions of letter writing, including structure, tone, and appropriate punctuation.

Help Max the monkey organise his letters! Read each question carefully and circle the best answer. Remember, formal letters need a different tone to letters written to your friends.

Answer Key: 1.C, 2.True, 3.False, 4.Dear Sir/Madam, 5.True, 6.Informal, 7.Yours sincerely, 8.True, 9.The date, 10.A comma.

Word bank: Salutation · Recipient · Formal · Informal · Sign-off · Address · Paragraphs · Punctuation

1. 1. Which of these is the correct way to start a formal letter to a stranger? A) Hey there! B) Dear Bestie, C) Dear Sir or Madam, * D) Yo! (1 mark)
2. 2. True or False: In a letter, you should use paragraphs to group your ideas together. (1 mark)
3. 3. True or False: You do not need to include your own address in a formal letter. (1 mark)
4. 4. If you are writing a formal letter of complaint to a shop about a faulty item, what is the most appropriate greeting? (1 mark)
5. 5. True or False: The 'sign-off' is the part at the end of the letter where you say goodbye. (1 mark)
6. 6. Is a letter to your cousin about your holiday considered 'Formal' or 'Informal'? (1 mark)
7. 7. Which sign-off is best for a formal letter? A) Lots of love, B) Yours sincerely, * C) See ya! D) Best wishes. (1 mark)
8. 8. True or False: You should always check your spelling and grammar before sending a letter. (1 mark)
9. 9. What essential piece of information should always be placed at the top right of a formal letter? (1 mark)

10. 10. What punctuation mark usually follows the greeting in an informal letter (e.g., 'Dear Pip...')? (1 mark)

Draw: Draw a postbox with a letter poking out of the top. On the envelope, draw a stamp and show where the recipient's address should be written.



Extension challenge: 1. Explain why it is important to change your tone when writing to the Headteacher compared to writing to your best friend. 2. Compare and contrast the features of a formal letter and an email. 3. Justify your answer: Why might using bullet points be useful in a letter of complaint? 4. What might happen if you forgot to include the recipient's address on an envelope? 5. Draft a short, formal letter to a local librarian asking to donate books. 6. Imagine you are Max the monkey; write a short, informal letter to Nova the owl describing a maths puzzle you solved today.