

Mastering the Art of Correspondence with Max the Monkey

Learning objective: To understand the formal structure of a letter and apply appropriate language for a specific purpose and audience.

Max the Monkey is planning a Jungle Expedition and needs to write a formal letter to the Council of Creatures to request permission to visit the Ancient Fern Forest. Read the questions below and use your knowledge of formal letter writing to help Max prepare his application.

Max is writing to the Council of Creatures. He needs to include his address, the date, the Council's address, a formal greeting, his clear request, and a closing sign-off.

Word bank: Yours sincerely · Yours faithfully · Recipient · Formal tone · Salutation · Paragraph · Expedition · Respectfully

1. Max is writing to a Council he does not know personally. Explain why he should use 'Dear Sir/Madam' instead of 'Hi' or 'Hey'. (2 marks)

2. If Max knows the name of the Head of the Council (e.g., Mr Lion), which sign-off should he use? If he does not know the name, which sign-off is correct? Justify your choice. (2 marks)

3. Write a formal 'opening statement' (the first paragraph) for Max. He needs to state clearly who he is and why he is writing. (3 marks)

4. Compare and contrast the language Max would use in a letter to his best friend, Pip, versus the language he must use for the Council. Give one example of a 'formal' word he should use in this letter. (3 marks)

5. What might happen to Max's application if he uses slang or abbreviations (like 'gonna' or 'u') in his letter to the Council? Explain your reasoning. (2 marks)

Draw: Draw a formal letter layout. Show where the sender's address, the date, the recipient's address, and the signature should be placed on the page.



Extension challenge: Imagine the Council has written back to deny Max's request. Write a persuasive response letter from Max. How can he use polite, formal, and sophisticated language to convince them to change their minds?