

A Letter from the Great Library

Learning objective: To identify the features of formal letter writing and retrieve information from a text.

Read the letter below carefully, then answer the questions that follow in full sentences.

12 Oakwood Lane,
Brighton,
BN1 4RT

14th May 2024

Dear Pip,

I am writing to you today because I have heard that you are the most dedicated bookworm in the forest. As the Chief Archivist at the Great Library, I am currently organising our collection of rare nature journals and I require some assistance with our cataloguing system.

I recall that you have an exceptional talent for organising words and categorising stories. Would you be interested in spending your next half-term holiday volunteering at the library? We would be delighted to have your expertise to help us sort the historical scrolls. We can offer you a quiet reading nook and a constant supply of fresh nectar as a thank you for your hard work.

Please let me know if you are available by the end of the week. I do hope you can join us for this exciting project.

Yours sincerely,

Professor Hoot
Chief Archivist

Word bank: correspondence · formal · salutation · enquiry · sincerely · recipient

1. What is the name and address of the sender? (2 marks)

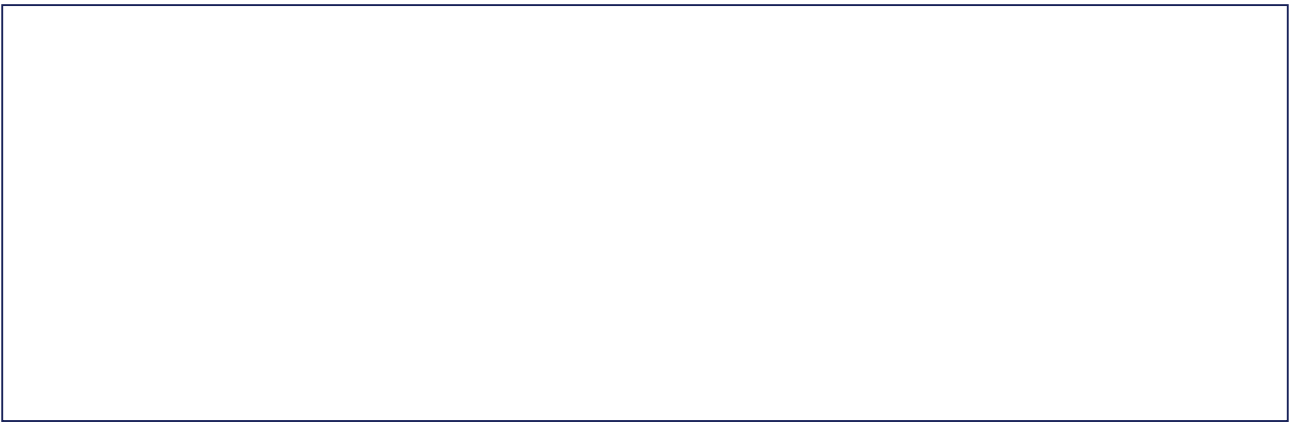
2. What specific task is Professor Hoot asking Pip to help with at the library? (2 marks)

3. Why does Professor Hoot think Pip is the right person for this job? (2 marks)

4. What does the offer of a 'quiet reading nook' suggest about the library environment? (2 marks)

5. Do you think Pip will accept the offer? Use evidence from the text to justify your opinion. (3 marks)

Draw: Draw a picture of Pip the caterpillar sitting in a cosy, quiet library nook surrounded by stacks of ancient scrolls and books.



Extension challenge: Write a short reply from Pip to Professor Hoot, accepting the invitation and using the correct formal letter layout.