

Grade 4 Formal Assessment: The Art of Letter Writing

Learning objective: To demonstrate understanding of the features, tone, and structure of formal and informal correspondence.

Read the following scenario carefully. Answer all questions using your knowledge of formal and informal letter writing. Ensure your spelling and grammar are accurate.

Max the monkey is organising a jungle research trip. He needs to write two letters: one to his friend, Pip the caterpillar, asking if they want to join the adventure, and one to the Great Jungle Council to request permission to use the ancient maps in the library.

Word bank: salutation · recipient · formal · informal · sincerely · faithfully · colloquial · structure · tone · punctuation

1. Identify two features that distinguish a formal letter from an informal letter. (2 marks) (2 marks)

2. If Max is writing to the Great Jungle Council (whom he does not know personally), which sign-off should he use: 'Yours sincerely' or 'Yours faithfully'? Explain why. (3 marks) (3 marks)

3. Why is it important to use 'standard ELA' in a formal letter to the Council, rather than the slang Max might use when talking to Pip? (3 marks) (3 marks)

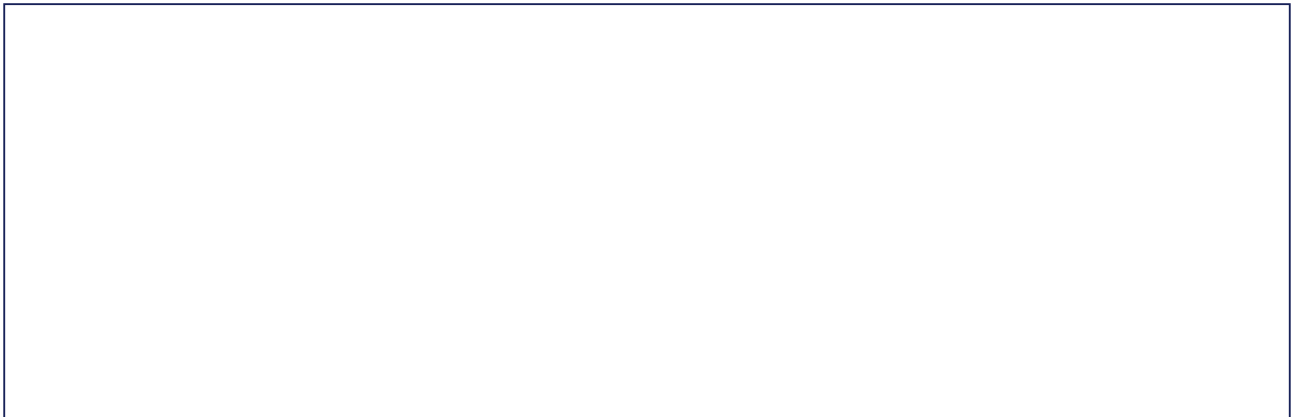
4. Rewrite this informal sentence into a formal version suitable for the Council: 'Hey, I really need those old maps for my big trip next week, cheers!' (4 marks) (4 marks)

5. List three pieces of information that must be included in the header of a formal letter. (3 marks) (3 marks)

6. Extended Writing Task: Write a short formal letter (approx. 50-75 words) from Max to the Great Jungle Council. In your letter, explain that you are planning a research trip, request access to the library maps, and state when you plan to visit. Use appropriate formal tone and layout. (5 marks) (5 marks)

7. If Max decided to enclose a map he drew, which part of the letter should he mention this in? (2 marks) (2 marks)

Draw: Draw a mailbox in the jungle with a letter sticking out of it, addressed to 'The Great Jungle Council'.



Extension challenge: Total: /25. Extension: Research the difference between 'Yours sincerely' and 'Yours faithfully' and write a sentence explaining the rule for each.