

Max's Letter Writing Challenge

Learning objective: To understand the features, structure, and formal tone required for writing letters in Grade 4.

Help Max the monkey organize his thoughts! Read each question carefully and choose the best answer to show your knowledge of formal and informal letter writing.

Answer Key: 1.C, 2.True, 3.False, 4.A, 5.B, 6.Paragraphs, 7.D, 8.True, 9.Sincerely, 10.False

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

1. 1. Which of these is the correct way to start a formal letter to someone whose name you do not know? A) Hi there! B) Dear Best Friend, C) Dear Sir/Madam, * D) Hey you, (1 mark)

2. 2. True or False: In a formal letter, you should avoid using contractions like 'don't' or 'can't'. (1 mark)

3. 3. True or False: You always put your own address on the left-hand side of the page. (1 mark)

4. 4. Which of these is a suitable sign-off for a formal letter? A) Yours faithfully, * B) Catch you later! C) Best wishes, D) See ya! (1 mark)

5. 5. Where should the date go in a standard formal letter? A) At the very bottom, B) At the top right, * C) In the middle of the first paragraph, D) After the sign-off (1 mark)

6. 6. Fill in the blank: To keep your writing organized and easy to read, you should group your main ideas into clear _____. (1 mark)

7. 7. Which of these is a feature of an informal letter to a friend? A) Using formal language, B) Avoiding contractions, C) Using 'Yours faithfully', D) Using chatty, conversational language * (1 mark)

8. 8. True or False: The 'recipient' is the person who is going to receive and read the letter. (1 mark)

9. 9. If you are writing a letter to a teacher to ask for a meeting, which word would be a professional way to end the letter before your name? (1 mark)

10. 10. True or False: It is polite to include slang words like 'gonna' or 'wanna' in a formal letter of complaint. (1 mark)

Draw: Draw a mailbox with a letter poking out of the top, and imagine what kind of important message Max the monkey might be sending to a friend.



Extension challenge: Imagine you are writing to the local council to ask for a new playground. Write a short, formal paragraph (3-4 sentences) explaining why a new playground would benefit the children in your area.