

A Letter to a Friend from the BookFlik Forest

Learning objective: To write a formal or informal letter using appropriate layout, tone, and grammatical features suitable for Grade 4.

Today, you are going to write a letter to one of the BookFlik characters! Choose a recipient (like Nova the owl or Max the monkey) and tell them about an adventure you have had or ask them a question about their favorite hobby. Remember to include your address in the top right, the date, a friendly greeting, and a formal sign-off.

Word bank: sincerely · adventure · fascinating · furthermore · curiously · best wishes · experience · correspondence

1. Sender's Address and Date: Write your address in the top right corner and the current date below it. (2 marks)

2. Salutation and Opening: Write a friendly greeting to your chosen character and state the reason for your letter. (3 marks)

3. The Main Body: Write two paragraphs describing a recent event or asking the character about their special interest. Use conjunctions to link your ideas. (5 marks)

4. Closing Paragraph: Write a polite sentence looking forward to hearing back from them. (2 marks)

5. Sign-off: Choose an appropriate way to end your letter (e.g., 'Yours sincerely' or 'Best wishes') and write your name underneath. (1 mark)

Extension challenge: Try to include at least two examples of fronted adverbials, such as 'Without delay,' or 'During the afternoon,', to make your writing more descriptive.