

Formal Assessment: The Art of Formal Letter Writing

Learning objective: To demonstrate the ability to write a structured, formal letter using appropriate vocabulary, tone, and grammatical conventions suitable for Year 5 pupils.

Read each question carefully. Use formal, Standard English. Ensure your spelling, punctuation, and grammar are accurate. You have 45 minutes to complete this assessment.

Max the monkey has been busy calculating the costs for a community garden project. He needs to write a formal letter to the local Town Council to request permission and funding for this new green space. He wants to ensure his letter is professional and persuasive.

Word bank: Sincerely · Faithfully · Formal tone · Recipient · Enquiry · Paragraph · Recipient address · Sender address · Concise

1. Identify the two addresses that must appear at the top of a formal letter and explain where they should be positioned. (2 marks)

2. If you are writing a formal letter to someone whose name you do not know, how should you begin and end the letter? Explain your choice. (2 marks)

3. Why is it important to use a formal tone rather than a conversational tone when writing to a local council or an official organisation? (3 marks)

4. Look at this sentence: 'I want some money for the garden because it will look cool.' Rewrite this sentence to make it suitable for a formal letter. (2 marks)

5. Explain why it is necessary to organise a formal letter into distinct paragraphs rather than writing it as one continuous block of text. (3 marks)

6. Max needs to include a budget of £450.00 in his letter. Justify why providing specific financial details is more persuasive than using vague language like 'a bit of money'. (3 marks)

7. Draft a formal letter (100–150 words) from Max to the Town Council. Your letter must include: the purpose of the garden, the requested budget of £450.00, and a clear request for a response. (10 marks)

Draw: Draw a layout diagram of a formal letter, labelling the positions of the sender's address, the date, the recipient's address, the salutation, and the sign-off.



Extension challenge: Imagine the Town Council rejected Max's proposal. Write a short paragraph explaining what might happen if Max decides to appeal their decision. Use formal, persuasive language.
Total: /25