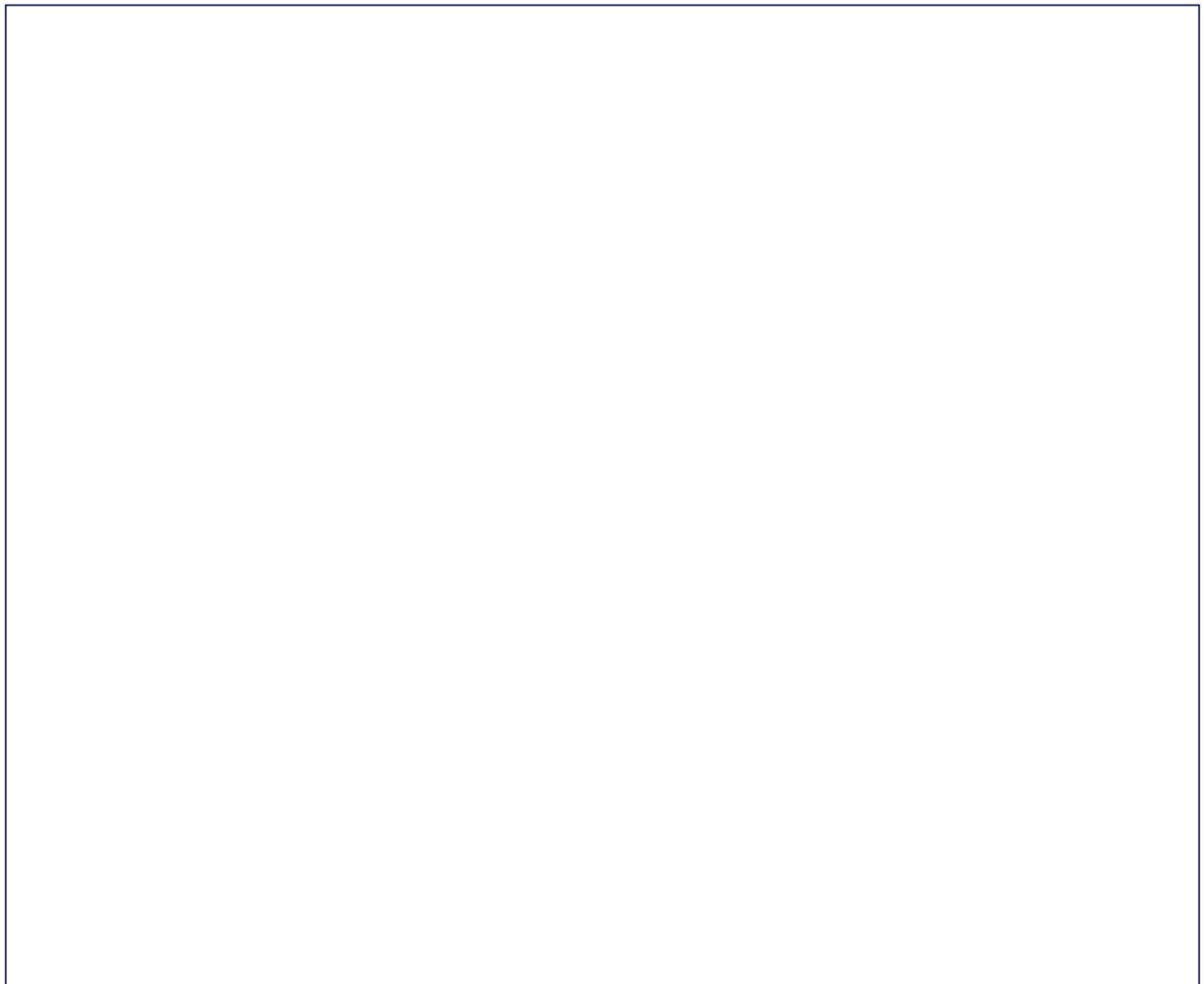


The Explorer's Correspondence: Letter Writing Mastery

Learning objective: To understand the formal structure of a letter and apply features of layout and punctuation to a creative visual task.

Imagine you are an explorer writing back home from an expedition. Using the drawing space provided, sketch the layout of a formal letter sent from a distant location. Ensure you include all the essential components of a formal letter, such as the sender's address, the recipient's address, the date, a formal salutation, the main body of text, and a sign-off.

Draw: Draw a sheet of parchment paper as the background. Within the margins, sketch the structure of a formal letter. Use neat, legible lines to represent the text blocks. Add small illustrations in the corners reflecting an explorer's journey, such as a compass, a quill pen, or a piece of seaweed, to give the document character without distracting from the formal layout.



Label words: Sender's Address · Recipient's Address · Date · Salutation · Formal Sign-off · Paragraphs · Expedition · Formal Tone

Steps:

1. Step 1: On the left-hand side of your drawing, show where the sender's address should be placed. Why is it essential to include this in a formal letter?

2. Step 2: Draw a box to represent the 'Body' of the letter. Label the paragraphs and explain why using clear paragraphs is vital for the recipient's understanding.
3. Step 3: If Finn is writing to a formal organisation he does not know personally, what salutation and sign-off should he use? Label these on your drawing.
4. Compare and contrast: How would the tone and structure of this letter change if Finn were writing to his friend Pip instead of a formal Council?
5. Justify your answer: Why might the placement of the date be considered a crucial piece of information for a historical record?
6. What might happen if a formal letter lacked a clear 'Recipient's Address'? Explain the consequences.