

Letters from the Canopy: A Letter Writing Quiz

Learning objective: To demonstrate understanding of formal and informal letter writing conventions, including tone, structure, and grammatical accuracy for Year 5 pupils.

Join Max the monkey and Pip the caterpillar as they correspond from different corners of the forest! Read each question carefully and select or write the best answer to show your expertise in letter composition.

Answer Key: 1. A, 2. B, 3. True, 4. Informal, 5. Valediction, 6. False, 7. B, 8. Recipient, 9. The tone is too casual/colloquial; it lacks a formal opening and closing. 10. A formal letter should use 'Yours faithfully' if the name is unknown, or 'Yours sincerely' if the name is known.

Word bank: Salutation · Valediction · Formal · Informal · Recipient · Sender · Paragraphs · Tone

1. 1. Max is writing to his cousin. Which salutation is most appropriate? A) Dear Cousin, B) To Whom It May Concern, C) Dear Sir/Madam, D) Greetings, Resident. (1 mark)

2. 2. Where should the sender's address be placed in a formal letter? A) At the bottom left, B) At the top right, C) In the middle, D) After the signature. (1 mark)

3. 3. True or False: You should always use contractions (like 'don't' or 'can't') in a formal letter to a headteacher. (1 mark)

4. 4. If Pip is writing to a best friend about a new book, is the letter formal or informal? (1 mark)

5. 5. What is the technical term for the closing of a letter, such as 'Sincerely' or 'Best wishes'? (1 mark)

6. 6. True or False: Paragraphs are unnecessary in letters because they are short pieces of writing. (1 mark)

7. 7. Which of these is the most appropriate way to sign off a formal letter when you do not know the recipient's name? A) See ya later, B) Yours faithfully, C) Best, D) Lots of love. (1 mark)

8. 8. What is the name given to the person who receives the letter? (1 mark)

9. 9. Explain why the phrase 'Hey, what's up? Can you send me the book?' would be unsuitable for a formal letter to a library. (2 marks)

10. 10. Justify your answer: If you are writing a letter of complaint to a shop about a faulty item costing £15.00, why is it essential to use standard English and correct punctuation? (2 marks)

Draw: Draw a scene showing Max the monkey posting a letter in a hollow tree post-box, while Pip the caterpillar watches eagerly with a quill pen.



Extension challenge: Imagine you are writing a formal letter to the local council to request a new community garden. Write a persuasive opening paragraph (40-60 words) using advanced vocabulary such as 'environmental', 'community', and 'proposal'. Compare and contrast how your language would change if you were writing this same request to your best friend instead.