A Special Letter from Pip

Learning objective: To identify the features of a formal letter and understand the purpose of written correspondence.

Read the letter from Pip the caterpillar to his friend Nova the owl. Then, answer the questions below using full sentences.

12 Oak Leaf Lane
Woodland Hollow
WH1 4BT

14th October 2023

Dear Nova,

I hope you have been having wonderful adventures under the night sky! I am writing to tell you that I have finally finished reading my favourite book about the history of the forest. It was full of fascinating stories about how the trees grew over hundreds of years.

I am planning a small gathering at the old oak stump this Saturday afternoon. I would be delighted if you could join me to share some observations about the stars. I have even saved a special bookmark that I think you will enjoy. It is shaped like a crescent moon and glows in the dark!

Could you please let me know if you can attend by Wednesday? I am very excited to see you and hear about your latest findings. I have enclosed a small map to help you find the best landing spot near the stump.

Warmly,

Pip

Word bank: correspondence · salutation · signature · enclosure · postage · affectionate

1. What is the date of the letter and where does Pip live? (2 marks)

2. What item has Pip included in his letter for Nova? (1 mark)

3. Why does Pip want Nova to come to the gathering? (2 marks)

4. How do we know that Pip is organised and likes to plan ahead? (2 marks)

5. Why do you think Pip chose to send a letter instead of just telling Nova in person? Give a reason for your answer. (2 marks)

Draw: Draw a picture of the glowing moon-shaped bookmark that Pip is sending to Nova.

Extension challenge: Write a reply letter from Nova to Pip, accepting the invitation and mentioning one thing you are excited to talk about at the gathering.