A Letter from the Forest: Writing to a Friend

Learning objective: To understand the structure of an informal letter and write a friendly message using appropriate layout and tone.

Read the letter written by Max the monkey to his friend. Look closely at the layout, including the address, date, and greeting. Then, answer the questions below to test your understanding.

12 Treehouse Lane,
Oakwood Forest,
AB1 2CD

14th May 2024

Dear Nova,

I hope you are having a wonderful week! I am writing to tell you about the maths puzzle I solved today. I found a collection of 50 shiny acorns, and I had to divide them into 5 equal piles to share with the forest friends. Each pile had 10 acorns!

I miss our stargazing nights. Are you planning to look for the North Star this weekend? I would love to hear all about what you have seen in the sky lately.

Your best friend,

Max

Word bank: Salutation · Recipient · Sign-off · Address · Paragraphs · Informal · Punctuation

1. Where does Max live? Write down his full address as shown in the letter. (2 marks)

2. What is the name of the person receiving the letter? (1 mark)

3. Max includes a maths problem in his letter. What was the problem and what was the answer? (2 marks)

4. Why is the tone of this letter described as 'informal'? Give one reason. (2 marks)

5. If you were writing a reply to Max, what is the first thing you should write at the top of your page? (1 mark)

Draw: Draw a picture of Max the monkey sitting in his treehouse writing his letter. Include the 5 piles of 10 acorns on his table.

Extension challenge: Imagine you are Nova. Write a short reply back to Max. Remember to include the date, a friendly greeting, and a closing sentence before your name.