Writing a Friendly Letter with Max the Monkey

Learning objective: To understand the structure and features of an informal letter, including the use of addresses, dates, greetings, and sign-offs.

Max the Monkey is planning a big maths scavenger hunt in the jungle and needs to write a letter to his friend, Pip the caterpillar, to invite him along. Read the questions carefully and use your knowledge of letter writing to help Max.

Max is writing a letter. He needs to remember to include his own address in the top right corner, the date, a friendly greeting, the body of the letter, and a polite closing phrase before signing his name.

Word bank: Dear · Sincerely · Address · Date · Greeting · Paragraph · Sign-off · Yours faithfully · Best wishes

1. Where should Max write his own address on the page? Explain why this is important. (2 marks)

2. Max wants to start his letter to Pip. Write down two suitable ways he could greet his friend. (2 marks)

3. Max has finished his letter. List two examples of a polite sign-off he could use at the end. (2 marks)

4. Why do we use paragraphs in the body of a letter? Give one reason. (1 mark)

5. If Max wanted to tell Pip that the scavenger hunt costs £2 to enter, which part of the letter would be the best place to include this information and why? (2 marks)

Draw: Draw a picture of what Max the Monkey might include in his scavenger hunt, such as a map, a magnifying glass, or a list of items to find in the jungle.

Extension challenge: Write a short reply from Pip the caterpillar to Max. Remember to include a date, a greeting, one paragraph explaining that Pip is excited to come, and a friendly sign-off.