Year 6 English Assessment: Formal Letter Writing

Learning objective: To demonstrate the ability to write a formal letter using appropriate tone, structure, and vocabulary.

Read the task carefully. Ensure your letter includes a formal structure, appropriate tone, and accurate spelling and punctuation.

Max the monkey is organising a community maths challenge in the park. He needs to write a formal letter to the local council to request permission to use the town square and ask for a small grant of £150 to buy chalk and measuring tapes for the children. He must sound polite, professional, and clear.

Word bank: Recipient · Sincerely · Faithfully · Formal · Paragraphs · Conjunctions · Vocabulary · Enquiry · Structure

1. Explain the difference between a formal letter and an informal letter. Give one example of when you would use each. (2 marks)

2. If you are writing to a person whose name you do not know, how should you start and end your letter? Give both the salutation and the sign-off. (2 marks)

3. List three features of formal writing that distinguish it from an informal email to a friend. (3 marks)

4. Rewrite this informal sentence to make it formal: 'I want some cash for my maths stuff because the park event is going to be super cool.' (3 marks)

5. Why is it important to use clear, concise paragraphs when writing a formal letter of request? (3 marks)

6. Write the body of the letter for Max. You must include the purpose of the event, the request for the £150 grant, and why this will benefit the local community. Use formal language throughout. (5 marks)

7. Identify two cohesive devices (conjunctions or adverbs) you would use to link your ideas in a formal letter. (2 marks)

8. Proofread your letter: Why is it vital to check for spelling and grammar errors before sending a formal document? (2 marks)

Draw: Draw a neat, professional layout of a formal letter, showing exactly where the sender's address, the recipient's address, the date, and the sign-off should be placed on the page.

Extension challenge: Total: /25. Extension: Imagine you are the council member receiving Max's letter. Write a short, formal reply (3-4 sentences) accepting his proposal.