Class 3 English Assessment: The Art of Letter Writing

Learning objective: To identify the features of a formal letter and demonstrate the ability to write a structured, punctuated piece of correspondence.

Read the instructions for each question carefully. Ensure you use your best handwriting and check your spelling and punctuation.

Max the monkey has been helping the local library organise their new book collection. He needs to write a letter to the Head Librarian, Mrs Pringle, to ask for permission to hold a reading marathon in the park. Max has drafted his letter, but he needs you to help check his work.

Word bank: Salutation · Recipient · Sign-off · Formal · Paragraphs · Address · Date · Yours sincerely

1. Where should the sender's address be positioned in a formal letter? (1 mark) (1 mark)

2. If you are writing to someone whose name you do not know, what is the correct way to start the letter? (2 marks) (2 marks)

3. Explain why it is important to use paragraphs when writing a letter to someone. (3 marks) (3 marks)

4. Max wants to use the phrase 'Yours sincerely'. Is this the correct way to sign off if he knows Mrs Pringle's name? Explain your answer. (4 marks) (4 marks)

5. List three features that make a letter 'formal' rather than 'informal' (like a note to a best friend). (3 marks) (3 marks)

6. Rewrite the following informal sentence so that it sounds more formal for a letter to a librarian: 'Hey, I want to borrow those books for the park event, can I have them?' (2 marks) (2 marks)

7. Write a short letter (5-7 sentences) from Max to Mrs Pringle. You must include an address, a date, a clear reason for your request, and a polite sign-off. (10 marks) (10 marks)

Draw: Draw a picture of Max the monkey posting his letter into a traditional red British post box.

Extension challenge: Total: /25. Challenge: Write a second short letter responding to Max, written from the perspective of Mrs Pringle, agreeing to the request.