Max’s Letter Writing Challenge

Learning objective: To understand the features, structure, and purpose of formal and informal letters.

Help Max the monkey organise his letters! Read the questions carefully and choose or write the correct answer. Good luck!

Answer Key: 1.C, 2.True, 3.Salutation, 4.B, 5.False, 6.Address, 7.A, 8.Sign-off, 9.True, 10.Paragraphs. Max says: Remember to keep your writing tidy and clear!

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

1. 1. Where do you usually write the date on a letter? A) At the very bottom, B) In the middle, C) At the top right, D) On the back. (Correct: C*) (1 mark)

2. 2. True or False: You should always use a capital letter for the start of a sentence in a letter. (True/False) (1 mark)

3. 3. What is the special name for the greeting at the start of a letter, like 'Dear Grandma' or 'Dear Sir'? (1-word answer) (1 mark)

4. 4. Which of these is a good sign-off for a letter to a friend? A) Yours faithfully, B) Best wishes, C) To whom it may concern, D) Sincerely. (Correct: B*) (1 mark)

5. 5. True or False: You only need to write your own address on a letter if you are writing to a company. (True/False) (1 mark)

6. 6. What do we call the information that tells the postman where the letter needs to be delivered? (1-word answer) (1 mark)

7. 7. If you are writing to the Headteacher, which tone should you use? A) Formal, B) Silly, C) Very messy, D) Loud. (Correct: A*) (1 mark)

8. 8. What is the name of the closing phrase at the end of a letter, such as 'Yours sincerely'? (1-word answer) (1 mark)

9. 9. True or False: It is helpful to group your ideas into different sections called paragraphs. (True/False) (1 mark)

10. 10. What do we call the person who receives the letter? (1-word answer) (1 mark)

Draw: Draw a picture of Max the monkey posting a letter into a bright red pillar box. Don't forget to draw a stamp on the envelope!

Extension challenge: Imagine you are writing a letter to Pip the caterpillar to tell her about your favourite book. Write a short letter (3-4 sentences) using a greeting, the main message, and a sign-off.