Writing a Friendly Letter with Pip the Bookworm

Learning objective: To write a letter using appropriate layout, formal or informal tone, and cohesive devices.

Today, you are going to write a letter to a friend or a family member. Follow the structure below to ensure your letter includes a greeting, your news, a question for the receiver, and a polite sign-off. Remember to check your spellings and use your best joined-up handwriting.

Dear Gran, I hope you are having a wonderful week and enjoying the sunshine in your garden.

Word bank: Dear · I hope you are well · Furthermore · On the other hand · By the way · I am writing to tell you · Best wishes · Yours sincerely · Kind regards

1. Opening: Start your letter by greeting the person you are writing to and explaining why you are writing. Use a sentence starter like: 'I am writing to tell you about...' (2 marks)

2. Main News: Share one or two exciting things that have happened to you recently. Use a connective like 'also' or 'additionally' to link your ideas. (3 marks)

3. The Question: Ask the person a question about their life to show you are interested in them. You could start with: 'What have you been doing lately?' or 'How is your...?' (2 marks)

4. Closing: Finish your letter with a polite sign-off. Use a phrase like: 'I look forward to hearing from you soon' or 'Give my love to...' (2 marks)

Extension challenge: Challenge: Can you include one expanded noun phrase (e.g., 'the bright, golden sun') and one question that uses an adverb (e.g., 'How quickly has the time passed?') in your letter?