Letter Writing Masterclass with Pip the Bookworm

Learning objective: To identify and apply the formal and informal conventions of letter writing.

Read the questions carefully and test your knowledge of letter structure and tone. Pip the bookworm is looking for the perfect vocabulary, so check your spellings!

Answer Key: 1. A (Formal); 2. True; 3. Sincerely; 4. B (Informal); 5. False; 6. Recipient; 7. True; 8. Yours faithfully; 9. False; 10. Salutation.

Word bank: Formal · Informal · Recipient · Salutation · Valediction · Register · Address · Tone

1. 1. Which type of letter would you write to a local councillor regarding a new park? A) Formal* B) Informal C) Fictional D) Scientific (1 mark)

2. 2. True or False: You should include your own address in the top right-hand corner of a formal letter. (1 mark)

3. 3. If you do not know the name of the person you are writing to in a formal letter, which word should you use to sign off? (Hint: Yours _____) (1 mark)

4. 4. Which of these is a suitable opening for a letter to a best friend? A) Dear Sir/Madam B) Hi there!* C) To whom it may concern D) Dear Professor (1 mark)

5. 5. True or False: It is appropriate to use slang and contractions like 'gonna' or 'wanna' in a formal letter. (1 mark)

6. 6. What is the technical term for the person who receives the letter? (1 mark)

7. 7. True or False: A 'valediction' is the closing phrase of a letter, such as 'Yours sincerely' or 'Best wishes'. (1 mark)

8. 8. Which phrase is more formal: A) Best wishes B) Yours faithfully* (1 mark)

9. 9. True or False: A letter does not need a date. (1 mark)

10. 10. What is the name of the greeting at the start of a letter (e.g., 'Dear Pip,')? (1 mark)

Draw: Draw Pip the Bookworm sitting at a tiny wooden desk, carefully writing a letter to a friend with a quill pen and a pot of ink.

Extension challenge: Imagine you are writing to the local council to ask for more trees to be planted in your area. Write the first paragraph of a formal letter, ensuring your tone is polite and persuasive.