

Can I write a letter of
complaint?

Fast Five

Can you correct these contractions?

1. Can't

2. Haven't

3. Wouldn't

4. Isn't

5. They've

E.g.

I + will = I'll

Should + not = Shouldn't

Answers on the next slide

Fast Five

Can you correct these contractions?

1. Can't = Cannot
2. Haven't = Have not
3. Wouldn't = Would not
4. Isn't = Is not
5. They've = They have

E.g.

I + will = I'll

Should + not = Shouldn't

Writing a letter of complaint

Imagine that all pupils of Monkwick Junior School have received news that the school will be getting rid of the morning break time and the tuck shop will be closed.

You need to write a letter to Miss McCutcheon complaining about this, and outlining why you think we should keep break time and the tuck shop.

What needs to go at the top of the letter?



Dear Miss McCutcheon,

I am writing....

Answers on next slide

What needs to go at the top of the letter?

Recipient's address

Sender's address

Date the letter was written

Dear Miss McCutcheon,

I am writing....

Remember to use the correct sign off

How would you sign a letter if you begin with Dear Sir/Madam?

How would you sign a letter if you began with the recipient's name?

Answers on next slide

Remember to use the correct sign off

How would you sign a letter if you begin with Dear Sir/Madam?

Yours faithfully

How would you sign a letter if you began with the recipient's name?

Yours sincerely

Look at the planning sheets to help you plan your letter.

After you have planned your letter, you will need to write the letter out.

Use the model letter to guide you.