

Red: Use the words in the box to fill in the missing labels to show how you structure a letter. The first letter of each word has been used to help you.

N _ _ _
A _ _ _ _ _ o _
p _ _ _ _ _

Y _ _ _ n _ _ _
Y _ _ _ a _ _ _ _ _

G _ _ _ _ _

Stanbury County Council
17 Union Street
Stanbury
SB1 7EF

Stanbury Primary School
Edge Road
Stanbury
SB1 9SF

Monday 30th January 2016

Dear Mr Mayor,

My name is Martha Stewart, and I am in Class 5P at Stanbury Primary School. I am writing to ask if you would be able to come and open our amazing vegetable patch and school garden, on Tuesday 22nd March at 2pm?

We have been working hard on this area for the last two years and now produce many different crops, which are used in our school dinners. Each class has to look after one section of the vegetable patch and we voted to decide what each class would like to grow; our class chose potatoes. Our head teacher, Mr Barratt, organised a school sunflower growing competition and our class came first. We have also planted hundreds of daffodil bulbs ready for spring.

I really enjoy spending time in our garden because I think that it is peaceful place and a wonderful experience to see things growing.

After the opening, we would like to invite you to a special celebration tea party with our school councillors and school gardener of the year, voted for by the pupils. We really hope you will be able to join us.

Yours faithfully,
Martha Stewart
Martha Stewart

D _ _ _

M _ _ _ b _ _ _

C _ _ _ _ _
f _ _ _ _ _

Y _ _ _ n _ _ _

- Missing labels:**
- Your name
 - Main body
 - Closing farewell
 - Date
 - Address of recipient
 - Your name
 - Greeting
 - Your address
 - Name

Yellow: Use the words in the box to fill in the missing labels.

The letter is enclosed in a large rectangular box. On the left side, there is an address for Stanbury County Council. On the right side, there is an address for Stanbury Primary School. Below the school address is the date. The main body of the letter contains a greeting, a paragraph about a vegetable patch, another paragraph about garden work, a paragraph about a tea party invitation, a closing, and a signature. There are seven dashed-line boxes with arrows pointing to specific parts of the letter: one at the top left, one at the top right, one pointing to the council address, one pointing to the school address, one pointing to the date, one pointing to the first paragraph, and one pointing to the signature.

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- Your name
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 - Closing farewell
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 - Address of recipient
 - Your name
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 - Your address
 - Name

Green: Use what you have learnt today to fill in the missing labels. Read through the slides again if you need a recap on the information.

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