

# Summer Week 6 English Lesson 1

Can I identify the structure of a  
letter?

# Fast Five (answers on the next page)

**Correct the mistakes in these sentences.**

- 1) polly wanted to go to the beach.
- 2) Katie couldnt believe her eyes
- 3) why is James allowed chocolate

# Fast Five (answers on the next page)

**Correct the mistakes in these sentences.**

- 1) **P**olly wanted to go to the beach.
- 2) Katie couldn't believe her eyes.
- 3) **W**hy is James allowed chocolate?

This week you are going to write a letter to the school.

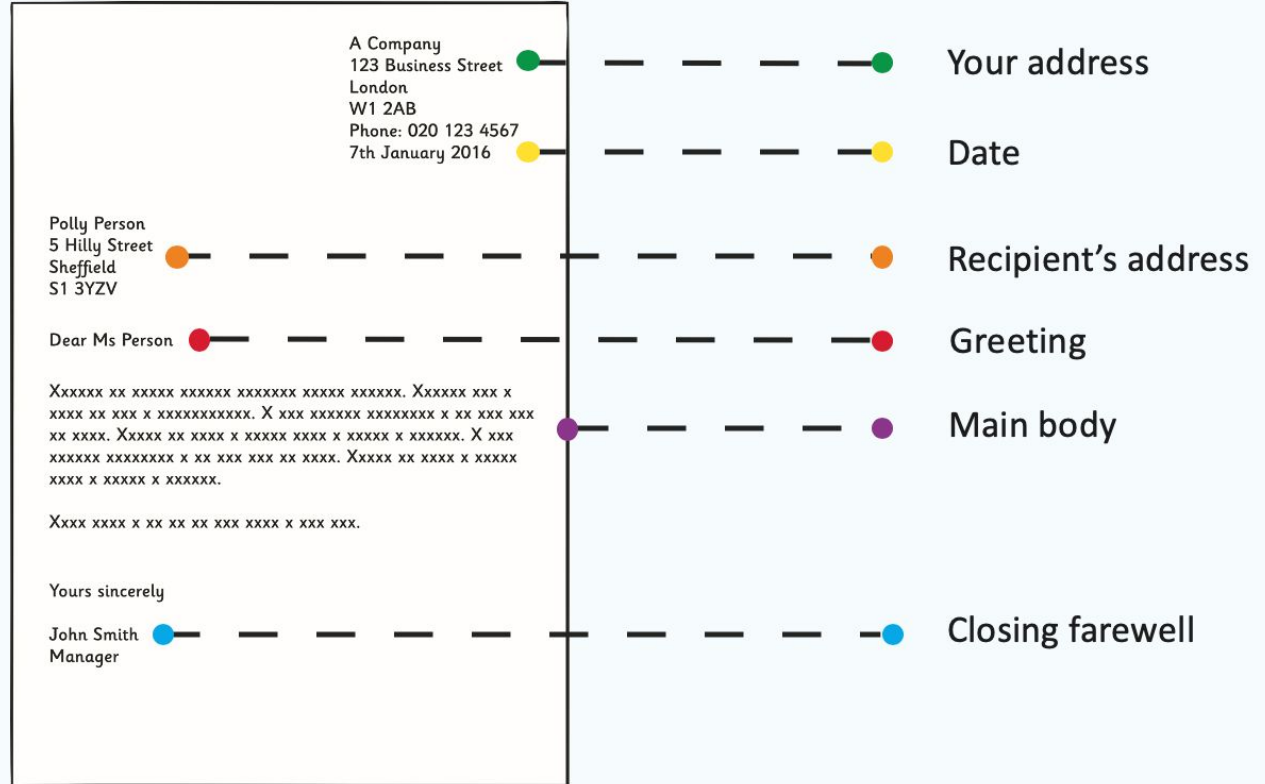
It will tell us:

- What you would like to do once this is all over.
- Where you would like to go once this is all over.

To be able to write a letter, we need to know the structure of one.

This is the structure of a letter:

# Layout



# Imagine you are writing a letter to school.

First, you start with **your address** and **the date** **you write the letter**. This always goes on the **right-hand side** of the page.



Miss Rolfe

487 Fake Street

Sillychester

SL87 9H0

Monday 18th May 2020

Miss Rolfe

487 Fake Street

Sillychester

SL87 9H0

Monday 18th May 2020

Miss Forge

Monkwick Junior School

School Road

Colchester

CO2 8NN

Next, you write the **name** and **address of the person receiving your letter**. This always goes on the **left-hand side** of the page.



Miss Forge

Monkwick Junior School

School Road

Colchester

CO2 8NN

Dear Miss Forge,

After that, you write a **greeting** to the person you are writing to.





Then, you write the **main body** of your letter. This will be the longest part of your writing.



Remember you will write about 2 things:

- **What** you would like to **do** when this situation ends.
- **Where** you would like to **go** when this situation ends.

Dear Miss Forge,

When the lockdown ends, I can't wait to go back to school. It was fun at first but now I'm extremely bored at home and I prefer to teach lessons at school! I miss my class and I'm looking forward to hearing about what they've been up to. I wonder if they have learnt how to bake or maybe how to knit?

When we are allowed to, I would like to go and see my nan at her house. She's 83 years old so she isn't able to go shopping or go for exercise. I can't wait until I can hug her or take her out to the countryside. The countryside is her favourite place because it is where she used to go as a child.

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Yours sincerely,

Miss Rolfe

Finally, you will sign off your letter with a **closing farewell (goodbye)** and **your name**.

The most common way of ending a letter is to say ***yours sincerely***.

# Your task:

**You will have an example of a letter to read through. You need to label the structure of the letter with the information you have learnt today.**

**Red:** Use the words in the box to fill in the missing labels. The first letter has been used to help you.

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

**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.