

TASKS

Today we will be writing a short formal letter. You will be writing to a company to complain about a product you have received. This could be any product of your choice. Use the model text to guide your writing.

You should write a brief plan.

Make a short plan of ideas for the following paragraphs

Decide what info to put in the:

- Introduction – beginning - one paragraph , 3-5 sentences
- Main body – middle - give reasons for your complaint
- Conclusion – end - tell the company what you expect to happen

RED

Write a short formal letter complaining about a product you have received. Use the letter on the google slides as a basis for your writing. Try and use some of these sentence openers:

I strongly suggest..

The main issue I have is..

I am writing to inform you that..

YELLOW

Write a short formal letter complaining about a product you have received. Use the Model Text on the google doc as a basis for your writing. Try and magpie some of the sentence openers and change the content to suit your product.

Challenge - Include fronted adverbials and commas.

GREEN

Write either:

- a short formal letter complaining about a product you have received. Use the Model Text on the google doc as a basis for your writing. Try and magpie some of the sentence openers and change the content to suit your product or
- A letter applying for a job, explaining why you would suit that job. Keep the tone formal

Challenge - colons and semicolons