

Letter Writing Task

L.O. To write a formal letter to a secondary school.

Task:

Plan and write a letter to your new Head of Year, introducing yourself and describing your hopes and worries about moving schools.

Example of an opening:

Your address: _____

Date: _____

Name of Head of Year: _____

Secondary school address: _____

Success Criteria:

1. Clearly explain your reason for writing.
2. Use formal/impersonal language.
3. Use formal connectives and Standard English.
4. Leave spaces between address/paragraphs.

