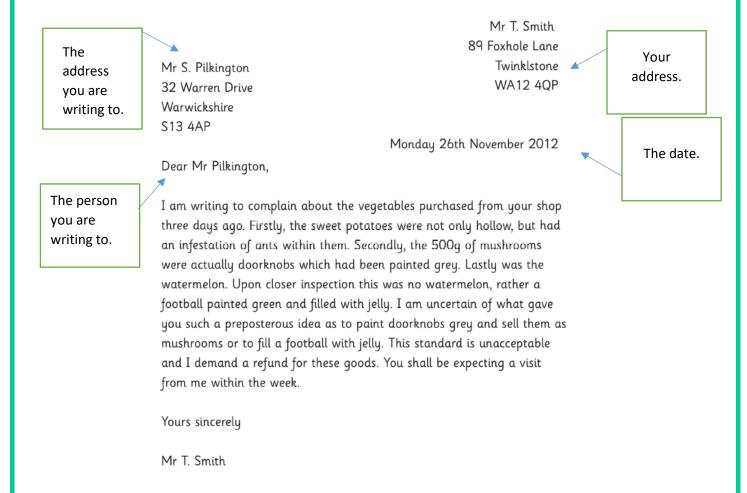
Writing a formal letter.

Your task this week is to write a letter to the new teacher who will be teaching you next year. This will be a formal letter.

Think about any information that your new teacher will need to know about you. On the sheet below there are some ideas of things to write about.

You will also need to think carefully about the standard of presentation that you have been working hard to achieve this year.

Below is an example of a formal letter for you to see. Your letter should be set out in a similar way.



If you really take your time with this letter it should take you a few days to get right.

Plan it, write it, check it and then create your **final neat copy**. This can either be posted to school but you could type it and email it or even take a photo and email it. The planning sheet is on the next page.

Planning Sheet:

ALL ABOUT YOURSELF

Your name

Your age

Who is in your family?

Where do you live?

THE FUTURE

What do you hope to achieve at school next year?
What are your dreams for the future?

FAVOURITE THINGS

What are your favourite programmes to watch?

What is your favourite music?

What are your favourite subjects?

What are your favourite foods?

INTERESTS

What do you like to do in your spare time?

What are you especially interested in?