

All about letters

- Match the letters to their purposes.

Complete the chart.

1

Dear Ian,

We were very pleased to hear about your exam results. You must have worked very hard.

2

Dear Sir or Madam,
I enclose the wrapper from a 'Softy' toffee bar. It was not at all soft as advertised, but as hard as nails.

3

Dear Editor,

I do like the new format of the *Daily Shout* – it is much easier to find the television guide now that it is on the back page.

Letter	Purpose	About what?
2	to complain	a hard toffee bar
	to congratulate	
	to recount	
	to enquire	
	to explain	
	to comment	

4

Dear Mrs Aske,

In answer to your questions about the new layout of the store:

- we installed frozen food units with doors because these help to keep the food at the right temperature.

5

Dear Megan,

We had a lovely time in Paris. We went to the top of the Eiffel Tower – we could see the whole city. After that we cruised along the River Seine.

6

Dear Sir or Madam,

I would be very grateful if you would send me details of hotels and tourist attractions in North Wales.



- Read six other letters.
- Explain why they were written and what kind of reply the writer hoped to receive.

Teachers' note Ask the children to think of letters they have written; to whom did they write and what were the purposes of the letters? During guided reading activities, they could read letters they have brought from home or which the teacher has supplied, and notice the type of language used in different kinds of letters.

Developing Literacy
Text Level Year 3
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