

# Formal Letter Writing – Vocabulary

Dear Reader,

I hope this lesson today finds you well. How have you been? Did you have a restful half term? I would like to invite you to read further to find out about our positivity interesting lesson on formal letter writing.

Yours Sincerely,  
Year 5

**URGENT**

The Children of Year 5  
Ashford C of E Primary School  
Ashford,  
Middlesex  
TW15 2BW

# Formal Letter Writing – Vocabulary

Please read through today's slides for this lesson. There is no video for today's lesson.

## Home Learners

Remember you only need to practice the activities **out loud** or **in your head** as this is just an lesson aid before English today.

# What is Formal Writing?

Formal language is used for more official and serious purposes. Correct grammar and vocabulary should always be used for this writing.




Yo man!

I need u 2 help me save da ocean! U comin?? I meet u @ beach 4 cleanin!

C U l8er!

Jack boy!

Jack has used informal writing to talk to his friend. Great for texting but not so much for formal letter writing!



Dear Mr Smith,

I am writing to you today because I need your help cleaning our local beach to save the environment. Can I count on you to be there? The team and I will be there at 11am tomorrow morning.

Best wishes,

Professor Layton

Professor Layton has used correct grammar and vocabulary in his letter to Mr Smith. It is perfect for our official and serious letter.

# Beginning Your Letter



We must always remember to be polite and respectful when writing a formal letter.

Most formal letters will start with 'Dear' before the name of the person that you are writing to: 'Dear Ms Brown,' or 'Dear Brian Smith,'.

If you don't know the name of the person you are writing to, use:  
'Dear Sir/Madam,'

Remember to add the comma after!

# Opening Sentence



Your opening sentence should clearly state why you are writing the letter - get to the point straight away:

'I would like to ask for your help with a very important cause...'

'I am writing to complain about the poor service we received at ...'

Regrettably, I'm sending you this letter today...

# Set the Tone



**Tone**, or the way your letter sounds, is very important. You may need to be firm, but polite. In a formal letter, the aim is to sound 'business like'. Avoid any language that seems casual or chatty.

Think about the **purpose** of your letter and include all the **relevant details** to help the reader to respond.

In a letter of complaint, include a summary of what has happened to prompt your complaint, with names, locations and dates, if necessary.

Make sure that each point you make is given a separate paragraph.

# Ending Your Letter



Before you sign off and end your letter, make sure that you provide a **clear course of action** for the reader.

Making a complaint?  
Make it clear that you need a reply.

Asking for help?  
End on a positive note and say that you are looking forward to hearing from them.

If you used someone's name, end with 'Yours sincerely,'  
If you didn't use their name, you used 'Sir/Madam' instead, so end with 'Yours faithfully,'

# Look at it again!



Finally, don't forget to **proofread** your letter for spelling, punctuation and grammar.

Have a go at proof reading this letter and write it out using correct grammar and punctuation.

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What's up Mr A,

I no u all gd with animals and that cuz I watched ur show planet earth on tv the other day with my buddy John.

What u up 2 later? Fancy coming in and talkin to my mates about savin the planet n all that kinda stuff. I really really really want you to come in and help us. We been doing stuff for recycling.

C ya soon!

Sammy the Kiddddd