

HOW YOU CAN HELP WITH WRITING FUNCTIONAL LETTERS

A functional letter is a formal letter e.g. a complaint or request. When writing the letter your child should be clear about the purpose of the letter. Your child should be aware who they are writing to and should use appropriate words.

- * Look at magazines and newspapers/ watch television programmes where children are encouraged to write in to the editor or producer.
- * Write requesting information for a school project or a hobby.
- * Write to complain about something you have bought or a poor service.
- * Write a request to join a swimming club or arrange a visit to a museum.
- * Encourage joined up, fluent handwriting and neat presentation.
- * Encourage your child to proof read their writing carefully.
- * Use plenty of praise and encouragement.
- * Make writing fun. Write some letters together!

Broomlands Primary School

Helping with Writing



**Functional
Letter Writing
Second Level
(1)**

Clearly stated what letter is about

Any Primary School
Any Street
Any Town
AB1 CD2

Address and date

28th November 2005

Beginning

Dear Mrs James,

I am writing to you to invite you to our Christmas Pantomime. It is called *Cinders* and it is a version of the traditional Cinderella story. It has some lovely songs and some exciting dance routines.

Some of the main characters to feature in the pantomime are Prince Charming, *Cinders*, Buttons and of course the two ugly sisters. These parts are all played by children in the school and they have been working very hard to learn all their lines.

Middle

It is on Monday 8th December at 7pm at Any Primary School. If you are unable to come at this time there will be a dress rehearsal on the same day at 10am.

We hope you can make it and we are sure you will really enjoy it.

Yours sincerely,

End

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Formal conclusion

Letter Writing

When writing letters children learn to:

at the beginning clearly state what the letter is about.

include an address and date.

begin using Dear...

end the letter formally e.g. Yours sincerely.

show a clear beginning, middle and end.

use formal language.

- ### Tools for Writing
- * Use correct punctuation, full stops, commas, questions marks and try to use exclamation marks, dashes, brackets and apostrophes, etc.
 - * Accurate spelling of most common and familiar words.
 - * Use different joining words e.g. but, then, so, that, although, besides, until, because.
 - * Use adjectives and adverbs to make writing lively and interesting.
 - * Vary sentence beginnings and length.
 - * Try to use paragraphs to show beginning, middle and end.
 - * Use neat and accurate handwriting