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!

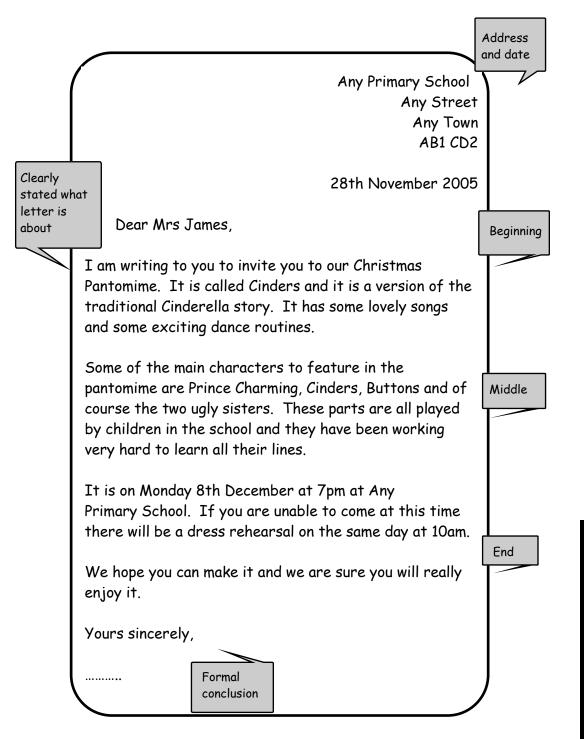
Broomlands Primary School Helping with Writing

Writing together really helps me. I like talking about my ideas.

It's good to know how I can help. He is more enthusiastic about writing.

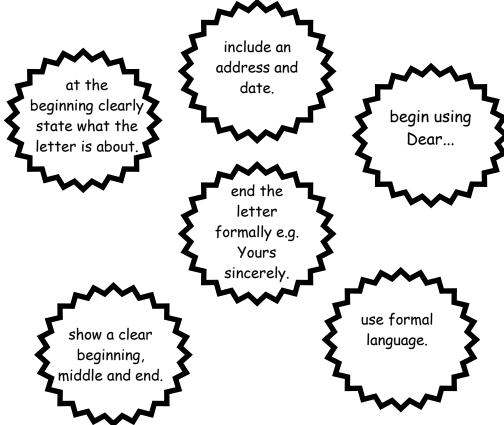


Functional
Letter Writing
Second Level
(1)



Letter Writing

When writing letters children learn to:



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