

# 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

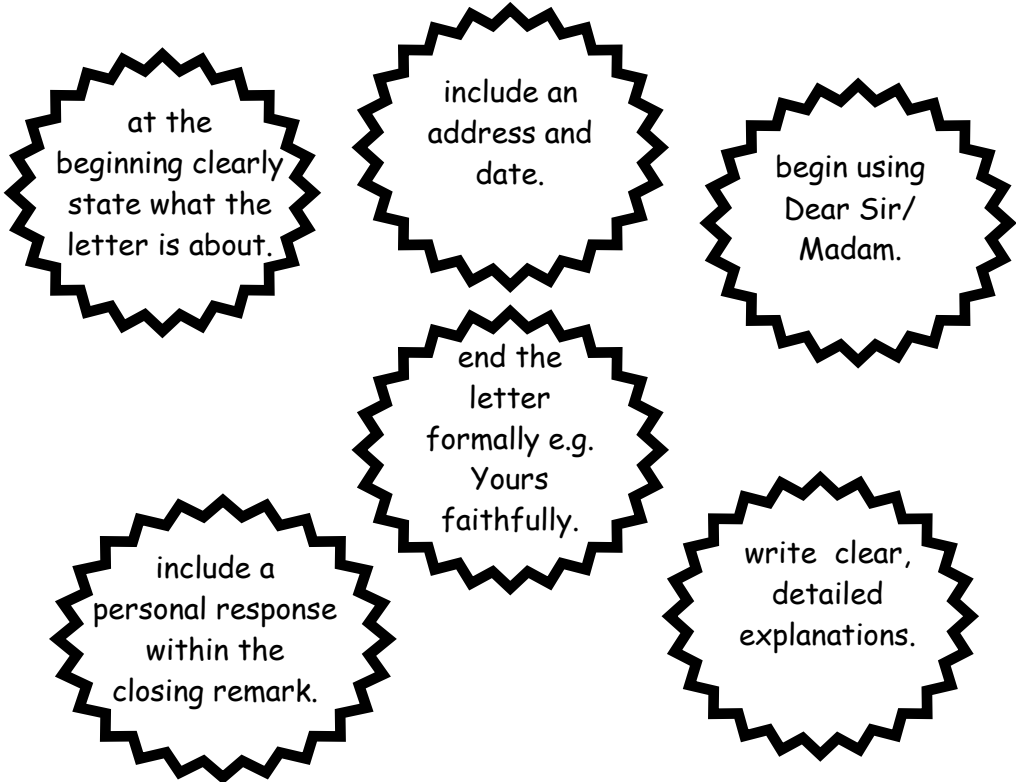
### Helping with Writing



**Functional  
Letter Writing  
Second Level  
(2)**

# Letter Writing

When writing letters children learn to:



- ### Tools for Writing
- \* Use full stops, commas and question marks accurately and experiment with other punctuation for effect e.g. exclamation marks, inverted commas, dashes, brackets, etc.
  - \* Accurate spelling of all common and familiar words.
  - \* Use a range of joining words e.g. although, however, since, in order to, etc.
  - \* Deliberately use adjectives and/or adverbs for detail and description.
  - \* Vary sentence beginnings and lengths.
  - \* Mark paragraphs correctly.

