

A Christmas thank you letter



Name: _____ Date: _____

234 Richard Street
Clarington
Nottingham
NG4 5TY

4th January 2011

Dear

Hi! How are you?

I just thought I'd write to say thank you very much for the lovely Christmas presents. It was so kind of you to think of us all. Jack and I really enjoyed the wine and chocolates once the children were in bed and the children loved their Snakes and Ladders game. We have had lots of fun playing it together.

I am really tired now as I have done so much cooking in the last few weeks! Jack's sister and her family came for Christmas and then my parents came for New Year. There were ten of us all squeezed into our house at one point! They all went home yesterday leaving me with a mountain of dirty washing!

It was lots of fun for all of us having the family here. We really enjoyed watching The Railway Children on ITV together on New Year's Day. It is a real old favourite of ours.

Jenny and Joshua went back to school today so I will now have some time to tidy away all the presents & take down the decorations. I always feel a bit sad when we put the tree back in its box in the loft. Don't you?

I hope that you all had a lovely Christmas and I would like to wish you all the best for 2010. I hope you don't get too much snow down there in Medway! The weather forecast doesn't look good!

Please write back soon and tell me all your news

Love from Julie, Jack, Jenny & Joshua

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Task 1

Answer the questions.

- 1) Who is writing the letter?

- 2) When was the letter sent?

- 3) Where does the writer live?

- 4) Who has the letter been sent to?

- 5) Why has the letter been sent?

- 6) Where are the children today?

- 7) What is Julie going to do now that the children are back at school?

- 8) Why is the sender tired?

- 9) What did they all do on New Year's Day?

- 10) What does the sender say about the weather?

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Task 2

Answer **true** or **false** or **can't tell** to these questions.

- 1) The letter was sent by Susie.
- 2) It is a thank you letter.
- 3) Julie doesn't like chocolates.
- 4) Julie likes wine.
- 5) Julie lives in London.
- 6) Julie has 2 children.
- 7) Julie lives on New Street
- 8) Julie watched The Railway Children on TV on New Year's Day.
- 9) Julie is married.
- 10) Julie would like to hear your news.
- 11) Julie's mum has been doing lots of washing.

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Task 3

Now write a reply to Julie and tell her all your news.

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Teaching notes | Curriculum links



Notes: The recipient's name is blank as I tend to fill in the name of the learner that I give the activity to. Task 3 requires knowledge of Functional Writing Criteria to mark (see below).

Functional English criteria (relevant areas are highlighted but exact coverage will depend on the learner group and how the resource is used by the tutor).

Entry 2 Skill standard	Entry 2 Coverage and range Ofqual (2009), p7.
Speaking, listening and communication Participate in discussions/exchanges about familiar topics, making active contributions, with one or more people in familiar situations	<ul style="list-style-type: none"> Identify the main points of short explanations and instructions Make appropriate contributions that are clearly understood Express simply feelings or opinions and understand those expressed by others Communicate information so that the meaning is clear Ask and respond to straightforward questions Follow the gist of discussions
Reading Read and understand straightforward texts that explain, inform or recount information	<ul style="list-style-type: none"> Understand the main events in chronological texts Read and understand simple instructions and directions Read and understand high frequency words and words with common spelling patterns Use knowledge of alphabetical order to locate information
Writing Write short texts with some awareness of the intended audience	<ul style="list-style-type: none"> Use written words and phrases to record and present information Construct compound sentences using common conjunctions Punctuate correctly, using upper and lower case, full stops and question marks Spell correctly all high frequency words and words with common spelling patterns

Reference: Ofqual (2009), *Functional Skills criteria for English: Entry 1, Entry 2, Entry 3, level 1 and level 2*.
<http://www.ofqual.gov.uk/qualification-and-assessment-framework/89-articles/238-functional-skills-criteria>

Adult Literacy curriculum Also covers many Entry 2 curriculum elements – visit the download page for this resource on www.skillsworkshop.org for further curriculum links.

To obtain an editable Word version of this resource: upload and share your own resources at www.skillsworkshop.org THANK YOU