Writing letters and notes

Name: ____________________________

1. Choose or adapt one of these ideas.

You are not very happy. Your post never arrives before midday and the new postman keeps delivering mail to the wrong houses. Write a letter of complaint to your local sorting office.

Write your tutor a letter. Tell her what you have enjoyed this term, what you have found difficult and what you would like to learn next.

You have booked a last minute holiday and will have to miss some classes. Write a note for your tutor.

Reply to the letter that our class received from the local council.

You have just returned home after spending a lovely weekend at a friend’s house. Write a thank you letter.

You are on holiday – somewhere hot and sunny! Send a post card to the rest of your class.

You are expecting a parcel. You have to go out and your neighbour has offered to take in the parcel. Write a note for the delivery man or woman.

2. Ask yourself some questions.

**Purpose**
- What is it for?
- Why am I writing it?

**Structure**
- What will it look like?
- How shall I lay it out?

**Audience**
- Who is it aimed at?
- What do they need to know?

**Content**
- My main points are ...
- What type of language do I need to use?

Think about your writing.
3. Planning
Almost all writing needs to be planned first - even if the planning only goes on in your head.
Use a spider map or write a list of your ideas.

I am going to write a ...
4. Drafting

Think about your sentences – one sentence, one idea.

Drafting

Keep writing!

Don’t worry about punctuation and grammar at this stage.

Get your ideas down!

Shut your dictionary Spelling comes later.

You may find a writing frame helpful.

Ask your tutor.

5. Revising

Ask someone to read it back to you. If you are working on a computer use a text reader.

Read your writing out loud – to yourself, a friend, or your tutor.

Revise your writing

Are your ideas in a logical order?

Does it make sense?

Do you need to change some words?

How much to write?

Does each sentence make sense?

Have you used paragraphs?

Can you take bits out?

Have you missed out any important information?

6. Proof reading

Proof reading
Grammar    Spelling    Punctuation

7. The final version!

Choose appropriate materials – pens, paper, notelets, postcards, sticky notes, envelopes.

If you are using a computer – think about font style, size and colour.

If you are writing by hand – write neatly and carefully.

Congratulations!
You have now finished writing your letter.