

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.

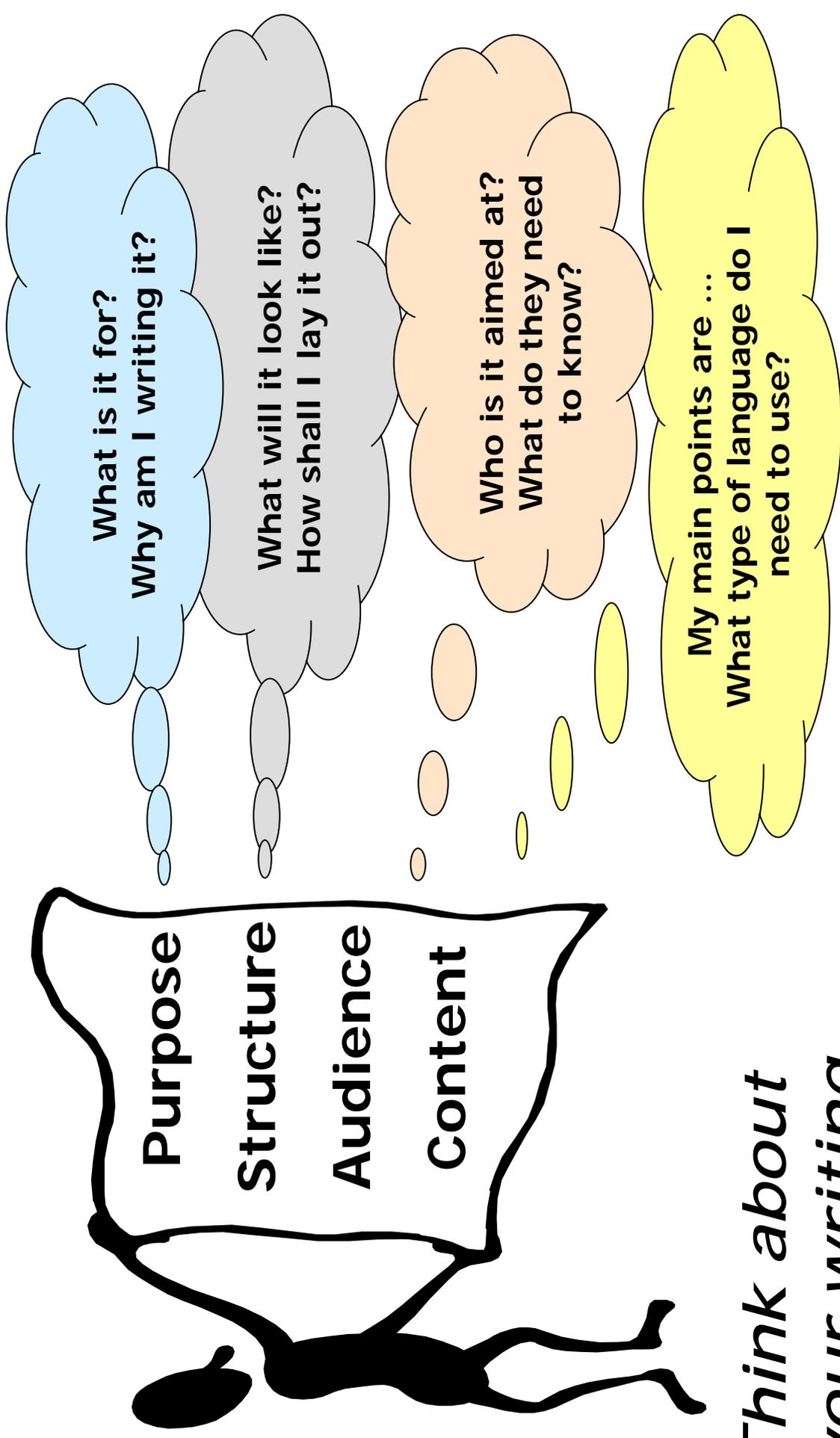
Reply to the
letter that
our class
received from
the local
council.

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.

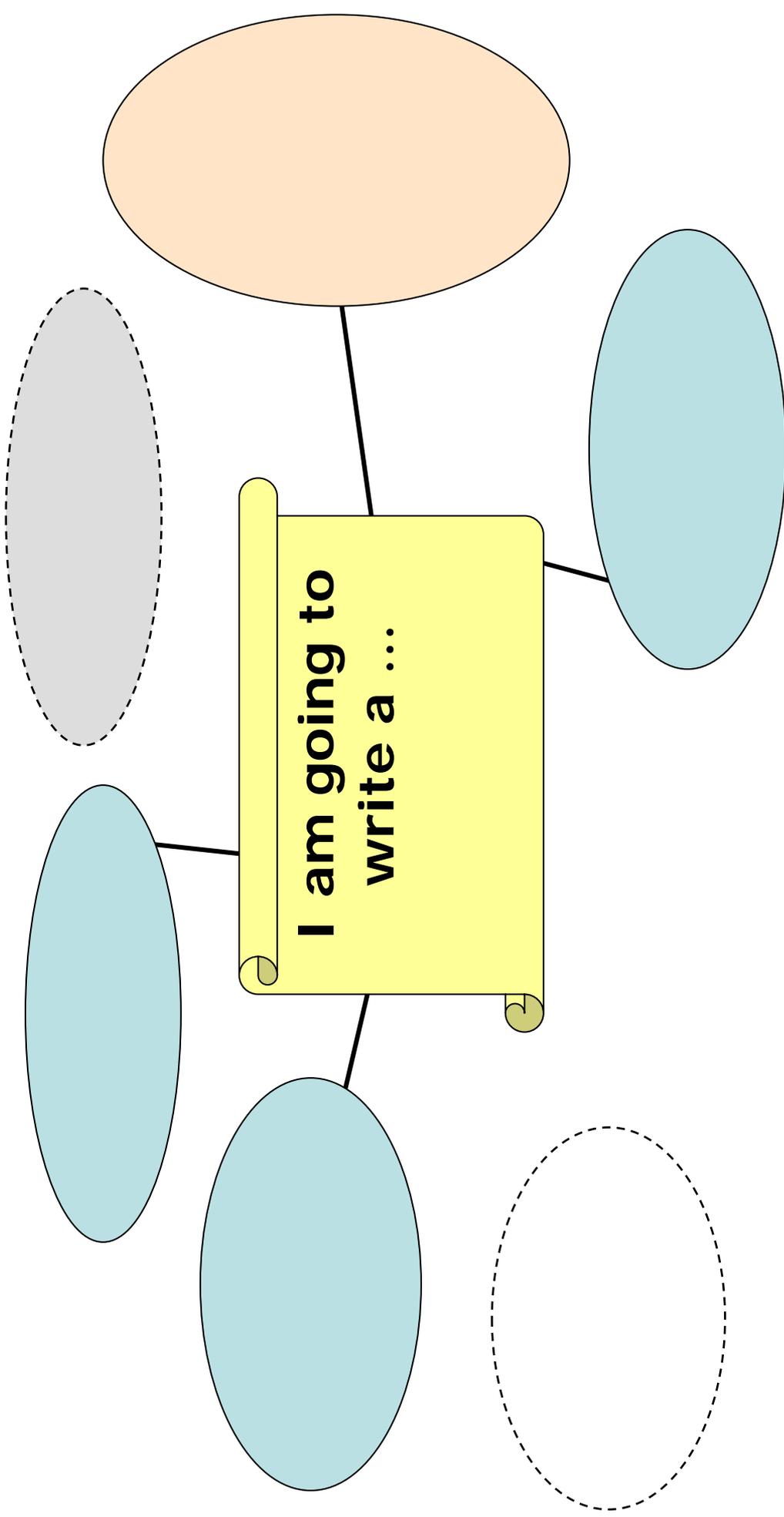
2. Ask yourself some questions.



*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.



4. Drafting

Think about your sentences – one sentence, one idea.

Keep writing!

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

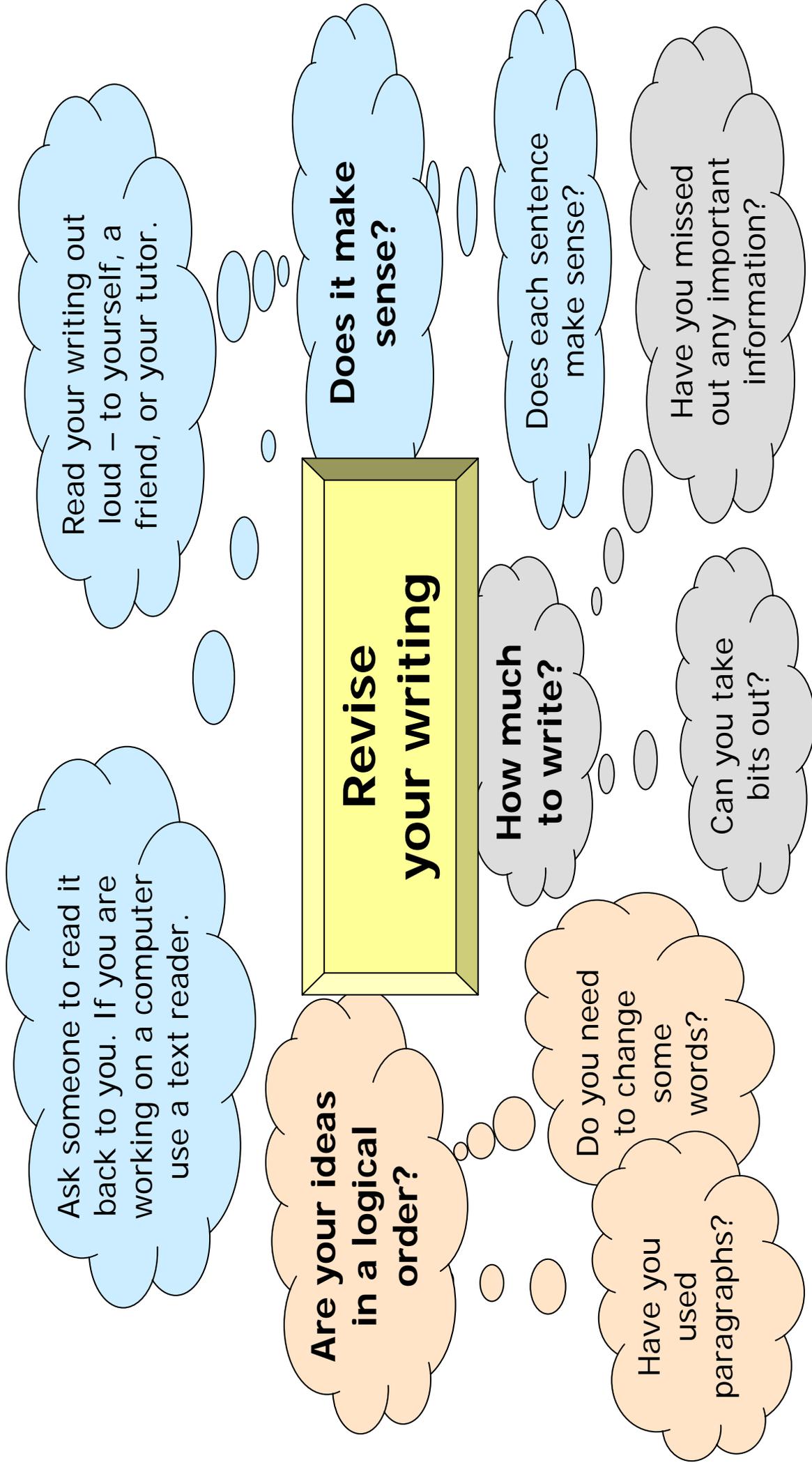
Get your ideas down!

You may find a writing frame helpful.

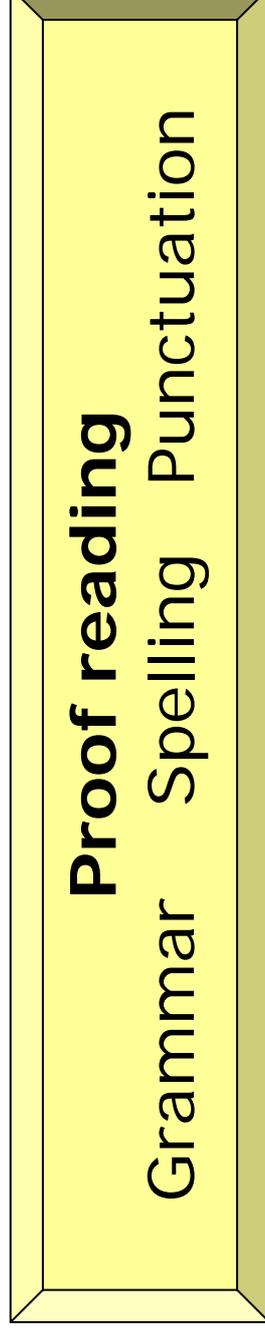
Ask your tutor.

Shut your dictionary. Spelling comes later.

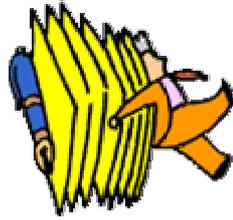
5. Revising



6. Proof reading



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.