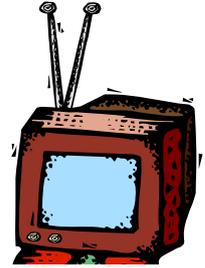


Letter Writing

Television standards

You are fed up with the standard of programmes on the television, so much so that you hardly watch television any more.



The things that annoy you include

- A sporting event overruns and replaces your favourite programme
- You love music programmes, but they are often very late at night
- There is too much swearing before 9pm – this is affecting your children
- There are repeats of old comedies
- There are repeats of everything
- There are no new comedies
- There are too many adverts

1. Write a letter to ITV detailing your complaints. Make suggestions as to what you would like to see instead.
2. Write a list of the points you need to include.
3. Put these points in order.
4. Write an introduction.
5. Write a paragraph on each point.
6. Write a concluding paragraph.
7. Check and correct your draft.
8. Write a final copy.

Letter Writing

Traffic problems

You run a care home in a quiet street. Recently the traffic in the road has increased because the council have put sleeping policemen and parking restrictions in neighbouring streets.

Drivers have been parking their cars in your road and blocking your drive. They have also been parking on the pavement.



You are concerned because the cars are causing an obstruction. Some of your residents often go out for a walk and are having difficulty crossing the road because of these cars.



You are concerned that someone might be injured.

Write to the council asking them to look into the matter.

Stress that you want something done about this problem in the very near future.

1. Write a list of the points you need to include.
2. Put these points in order.
3. Write an introduction.
4. Write a paragraph on each point.
5. Write a concluding paragraph.
6. Check and correct your draft.
7. Write a final copy.

Letter Writing

Parking problems

You live in a cul de sac. The road is very narrow, just wide enough for two cars to be parked on either side of the road and for one car then to pass through.



At the end of the road there is a secondary school, which has expanded very quickly in the last two years. The amount of traffic using the road has increased because of the 'school run'. Cars are being parked over drives, double-parked or parked on the pavement. This is becoming dangerous, as it is often difficult to see children because of the amount of cars. You are worried a child could be hurt.

Some children are also dropping a lot of litter on their way home.

The residents have asked the parents of the schoolchildren to try to park sensibly when bringing or collecting their children and to take their litter home with them but the situation has not improved.

The residents have met and you have been nominated to write to the headteacher of the school detailing the problems and suggesting a meeting.

Some of the children who live in your road, and also attend the school, may be responsible for some of the litter so your letter should be tactful.

Write a letter to the school expressing your concerns and asking for appropriate action to be taken.

1. Write a list of the points you need to include.
2. Put these points in order.
3. Write an introduction.
4. Write a paragraph on each point.
5. Write a concluding paragraph.
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Letter Writing

Nasty neighbours

You have been living happily in your flat with your partner and family for the last ten years.



Recently a young couple with a newborn baby have moved into the flat next to yours. The baby screams all night. At weekends, the couple invite friends over and they have noisy parties. During the day, the television is on very loud and you are unable to concentrate.

Your walls are very thin and you are losing sleep. It is beginning to affect your family life. You have spoken to them several times, but the situation has not improved. You do not want to make a fuss but you are desperate. You have rung the Environmental Health Officer. S/he says you must put your complaint in writing.

Write a letter to the council asking them to act.

Spend time planning your letter.

1. Write a list of the points you need to include
2. Put these points in order
3. Write an introduction
4. Write a paragraph on each point.
5. Write a concluding paragraph.
6. Check and correct your draft.
7. Write a final copy.

Essay Writing

If I became a local MP

If by some strange quirk you became a local MP what would you improve in your area? What would be your policies?

Here are some ideas!



Recycling would be made compulsory.

All public highways should have cycle lanes



HELPTHEAGED There should be no more than three charity shops in one high street.

The council should provide a free dog walking service.



All schoolchildren to get a free ice cream once a term.

Write an essay detailing your main policies. Give reasons for your policies.

They can be serious, amusing or even controversial.

Essay Writing

Climate change

While it is generally agreed that the planet is getting hotter, there are some disagreements as to why and what can be done to slow it down.

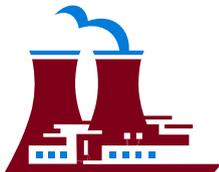
Here are some people's views.

The planet is heating naturally and it is nothing to do with carbon emissions.



The main thing we have to worry about is the ice caps melting

All we need to do is to stop cutting down the rainforests.



If we change to nuclear fuel rather than carbon-based fuel greenhouse gases will be reduced.

The simple answer is to stop driving cars.



Write an essay detailing your own views.

Teaching notes

Level 2 Writing (text level)

At this level the following skills should be evident in students' writing.

L2.1 Plan and draft writing

L2.2 Judge how much to write and the level of detail to include

L2.3 Present information and ideas in a logical or persuasive sequence, using paragraphs where appropriate

L2.4 Use format and structure to organise writing for different purposes

L2.5 Use formal and informal language appropriate to purpose and audience

L2.6 Use different styles of writing for different purposes (e.g. persuasive techniques, supporting evidence, technical vocabulary)

L2.7 Proof-read and revise writing for accuracy and meaning

To obtain an editable Word version of this resource simply send a resource you would like to share to maggie@skillsworkshop.org

THANK YOU