

LETTER WRITING

Task A

You live in a small estate on the outskirts of town. Living with you are your partner and two children aged eight and ten. Your partner has a job which means that he/she travels a great deal and is often away from home. You only have one car, so when your partner is away, you have no car at your disposal. One of your children has severe asthma and often has to go to the local hospital, which is in walking distance from your house, for check-ups and sometimes to Accident & Emergency. Your partner also has regular check-ups for his/her hearing and can pop in early, before work.

You have recently heard that the local hospital will be closing and all services will be moved to a hospital in a large town five miles away. This concerns you. You will have to travel a greater distance. What if your partner is away, you have no car and your child has an appointment or needs to go to A&E?



To complicate matters the bus service to the next town is very unreliable and there is no train station. In addition your partner will not be able to pop in before work.

Write a letter to the local NHS Trust giving the reasons why you object to the closure of the local hospital.

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.

LETTER WRITING

Task B

You live in a small estate on the outskirts of town. There are local shops and restaurants. There is also a park with swings and slides for the children, sporting facilities for adults and a very popular outdoor swimming pool, popular with all ages. The small café serves as a place to make and meet friends. The park is also an ideal place to walk dogs.

Living with you are your partner, three children and two dogs. You and your partner play tennis in the park and the children enjoy the swings etc. Your youngest is also taking swimming lessons. The whole family regularly walk the dogs.



One day you receive a letter from the council advising that they have sold the park to a developer who will be building houses. They have asked that local residents give their views.

Write a letter to the local council giving your views (good or bad).

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.

LETTER WRITING

Task C

ROAD RAGE

You have recently moved to an idyllic cottage in the country. It is what you have always wanted. It is peaceful. The only sounds you hear are the cockerel on the neighbouring farm and the distant sound of cattle in the field over the hill.

You can stroll to the local shops for fresh produce and enjoy

a restful drink in the local pub. There is plenty of wildlife living in the hedgerows and you often sit and watch the rabbits play.



I imagine how horrified you are when, after you have been there for six months, you receive a letter from the district council giving details of a bypass which will be built at the end of your garden. They have asked that local residents give their views.

Write a letter to the local council giving the reasons why you object to the bypass.

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.