

## Writing -Term 5 Week 1 - The Environment

Animation – **The Windmill Farmer** (Literacy Shed)

Key Learning Focus – **expanded noun phrases**



**Writing task** – Write a formal letter

**Description** - Can you write a formal letter to the CEO of 'The Renewable Energy Company' explaining what has happened to your windmills during the storm. The letter could be written with an apologetic tone but will need to ask for help and support. Ensure that formal language is incorporated throughout the letter.

Examples of formal language:

Formal conjunctions – Firstly, Secondly, In conclusion, however, furthermore, therefore, consequently.

<b>Informal</b>	<b>Formal</b>
To tell you	To inform you
Find out	Discover
Think about	Consider
Also	Furthermore
So	Therefore
Totally	Completely
Really big	Considerable

Letter structure:

Dear Mr Gee

\*paragraph 1 – introduce yourself

\*paragraph 2 – why are you writing?/what has happened?

\*paragraph 3 – how would you like them to help?

Yours sincerely,

Mr Windmill Farmer

**Model –**

Dear Mr Gee,

It is with deep sorrow that I am writing to inform you of the most unfortunate circumstances I discover myself.