

Letters for a Purpose

Read the three letters.



Hello Nan,

Thank you for the horse book. I love it! It arrived exactly on my birthday too! The postman knocked on the door and gave it to me because it couldn't fit in the mail box.

My party was a 'pink party' with pink balloons, a pink cake and pink ice-cream! We played games on my new game console. It was so much fun!

Wish you could have come too.

Lots of love,

Nicola

The principal
Thornton Primary School
Tuesday 31 May 2015

Dear Mr Ladel,

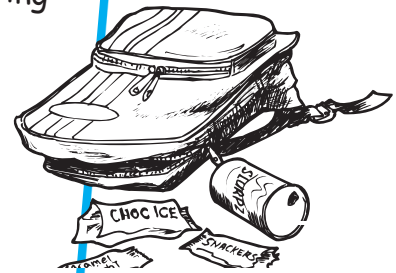
I was astounded and shocked yesterday after emptying Trent's school bag and finding a soft drink can, two chocolate bar wrappers and an ice-cream wrapper!

It is time the canteen at Thornton Primary caught up with the rest of the country and removed such unhealthy food from its shelves!

I will be bringing up this matter at the next parents' meeting.

Regards,

Mrs T West





Mr Oliver Wood
 23 Fiddle Drive
 S(610023)
 12 April 2015
 Human Resource Manager
 TOYS 2 TOYS
 20 Abbot road
 S(602120)

Dear Sir/Madam,

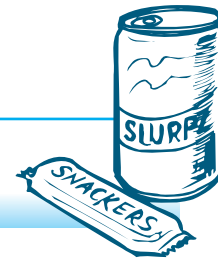
I would like to express my interest in the position of store manager that was advertised in the *Times* paper on Saturday, 10 April. Please send me the information pack and appropriate forms. I can be contacted at 98472985 or oliverwood@email.com

Yours faithfully,

Oliver Wood

1 Literal

Scanning for specific information



- (a) Complete the sentences using information from the letters. [6]
- (i) Nicola has just celebrated her _____.
 - (ii) Oliver Woods would like to _____ at TOYS 2 TOYS.
 - (iii) Trent bought ice-cream, chocolate _____ and soft drinks from the canteen.
 - (iv) Nicola received a game _____ for her birthday.
 - (v) TOYS 2 TOYS is found at 20 _____ Road.
 - (vi) Mr Ladel is the _____ at Trent's school.

1 Literal

- (b) List three pieces of information Oliver Wood gave about himself to the TOYS 2 TOYS company in his letter. [3]

(i) _____

(ii) _____

(iii) _____

2 Inferential

- (a) How do you know Mrs T West is unhappy with the food sold at the canteen? [2]

Making inferences

- (b) Letter 3 to TOYS 2 TOYS and letter 1 to Nicola's friend, Nan, were written differently. List three differences between the letters. [3]

Comparing and contrasting

(i) _____

(ii) _____

(iii) _____

3 Applied



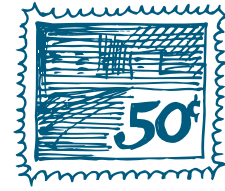
- (a) Why do you think Nicola's friend sent her birthday present in the post? [1]

Using prior knowledge
Making inferences

- (b) Should unhealthy foods be banned from school canteens? Give two reasons why you think so. [3]

Using prior knowledge
Drawing conclusions

Try this



1 Complete the table.

[6]

Scanning for specific information
Analysing organizational patterns in a text

	Letter 1	Letter 2	Letter 3
Written by			
Written to			
Greeting			
Closing			
Purpose (Why was it written?)			
Extra information included.			

Try this

- 2 Formal letters follow a set of rules and often say what needs to be done. Informal letters are written to someone you know well and casual, friendly words are used. Tick (✓) to show if the letters are formal or informal. Copy a sentence from each letter as an example of the language used. [6]

Scanning for specific information

Letter 1

Formal Informal

Letter 2

Formal Informal

Letter 3

Formal Informal

Answers to:

Letters for a Purpose

- birthday
 - work
 - bars
 - console
 - Abbot
 - Principal
- She was unhappy that her son was able to purchase the food in the school and she felt that the school should remove the food sold.
 - The salutation or greeting and the closing are different.
 - Contractions or short forms are used in letter 1 but not in letter 3.
 - Exclamation marks are used in letter 1 but not in letter 3.
 - Personal information such as address is written in letter 3 but not in letter 1.
 - An informal tone is used in letter 1 but a formal tone is used in letter 3.
- (suggested answers)

 - She was in another country and was unable to attend Nicola's birthday party.
 - Yes, they should. Children spend most of their time in school, so if there is unhealthy food sold in the canteen, they will be able to eat such food very often. If school canteens sell unhealthy food, it is a signal to children that it is all right to consume such food even though it is not good for them.

Try this

- Written by:
Letter 1 – Nicola
Letter 2 – Mrs T West
Letter 3 – Oliver Wood

Written to:
Letter 1 – Nan
Letter 2 – Mr Ladel
Letter 3 – The manager of human resource at Toys 2 Toys

Greeting:
Letter 1: Hello Nan
Letter 2: Dear Mr Ladel
Letter 3: Dear Sir / Madam

Closing:
Letter 1: Lots of love
Letter 2: Regards,
Letter 3: Yours faithfully

Purpose:
Letter 1: To thank Nan for the present
Letter 2: To express displeasure at the type of food sold in the school canteen
Letter 3: To request for an information pack and appropriate forms

Extra information:
Letter 1: What the birthday party was about; how the present was delivered
Letter 2: What the sender intends to do, how the sender discovered the type of food that was sold
Letter 3: The sender's personal information such as home address, email address and mobile phone number
- Letter 1:
Informal
(suggested answer)
I love it!

Letter 2:
Formal
(suggested answer)
I will be bringing up this matter at the next parents' meeting.

Letter 3:
Formal
(suggested answer)
I would like to express my interest in the position of store manager that was advertised in the *Times* paper on Saturday