



# Letter Writing

## Task 1

Answer the following questions about letters.

- a) What different reasons are there for writing letters?
- b) How has letter writing changed over time?
- c) When was the last time you wrote a letter? Who was it to?
- d) Who would you most like to write a letter to and why?

## Task 2

Consider how well you would know the people on the list below. If you were to write a letter to one of them, would it be a formal or informal letter?

- MY BEST FRIEND
- MY MUM
- MY TEACHER
- A POLITICIAN
- AN AUTHOR (e.g. P. G. BELL!)
- AN EMPLOYER (e.g. A JOB APPLICATION)



FORMAL	INFORMAL

### Task 3

Read Wilmot's advice for writing a letter and turn the advice into a list of simple top tips.

## Wilmot's top tips on how to write a letter



There are a few important questions to ask yourself before you begin a letter...

*Do you know the address of the person you're writing to?*

This is very important, because if you don't, you won't be able to send your letter! The address of whoever you're writing to should go on the left-hand side of the page, and your address should go in the top-right corner of the letter.

*How well do you know the person you're writing to?*

This will change how you open and close a letter. If you know someone well, you can start your letter with "Dear Wilmot", for example. Or if you don't know them very well, and perhaps don't like them very much, you could try "To my enemy, Wilmot". If you don't know them at all, you can write "Dear Sir / Madam", or "To Whom it May

*What are you writing about?*

Now you get to do the fun bit – writing. You can write about anything you'd like. I like to tell my mum about the adventures I'm having, the sandwiches I had for lunch, and how excited I will be to see her. You can even add in some doodles if you'd like.

*How are you going to end your letter?*

If you don't know the name of the person you're writing to, you should finish a letter with "Yours faithfully", and then your name, or if you do know the person, you can finish with "Yours sincerely". If you don't want to be too formal, though, you could try a friendly "Best wishes", or "Kind regards", or "Lots of love" (that's my favourite). It's also very important to sign your name at the end; I like using my fancy pens for this!

And, finally – always remember to put a stamp on your envelope.  
Happy writing!

*If you'd like to try out your letter-writing skills, you can write to P. G. Bell, author of The Train to Impossible Places, to tell him all about your own sandwiches, or how much you liked the book. His address is: P. G. Bell, Usborne Publishing, 83-85 Saffron Hill, London, EC1N 8RT.*

