

**Aims**

1. To enable children to set out a formal and an informal letter.
2. To use paragraphs as appropriate to separate ideas / issues within the letter.

**Resources**

- ❖ Weblink: <http://kotn.ntu.ac.uk/dragonsville/letter.htm>
- ❖ Examples of letters from various sources.
- ❖ Activity sheets:
  - Informal letter writing. Designed to help children set out a letter.
  - Formal letter writing. Setting out a letter about an issue.

**Introduction**

This is an activity that will ask children to think about the type of letter they are going to write, who they are going to write to, and what they are going to write about in their letter.

**Activities and points for discussion**

- ❖ Examine the letters that have been sent to and from Dragonsville, as well as using other examples of letters (family, friends, business, newspaper, etc)
- ❖ Discuss how the letters are set out. Notice where the address, the date and a greeting are placed.
- ❖ Ask the children to identify the differences between an informal and a formal letter in terms of the language used within the letter.
- ❖ Discuss how the letter has been written. What language is used, and in what style is it written.
- ❖ Ask the children to look for paragraphs that break up the letter into specific areas.
- ❖ Identify that it is written in the first person, and paragraphs are used to talk about separate issues / ideas.
- ❖ Talk about how to end a letter. What phrases would be used for a friend, and how would it differ for a formal letter to someone unknown by the writer.

**Follow Up**

- ❖ The children could write a letter to a friend telling them all about their adventures in and around Dragonsville
- ❖ Look at the issues being discussed in The Cavern area of Dragonsville and write a letter to argue your point of view. Expand this to cover a local issue to your school or community.
- ❖ Ask the children to compose electronic letters (email) that could be sent to (for example) an author. The children would need to consider before they begin what they will write about.
- ❖ Send D-cards.

Create envelopes for the letters the children have written. Where would the address be written? How could you make sure that the envelope did not get lost in the post?

The letters can be entered into the web form and sent to Dragonsville for inclusion on the site.