

ACTIVITY 11

LETTER WRITING

Teacher Notes



Aims: to reinforce that saying thank you, both orally and in writing is important
to learn that saying thank you contributes to maintaining good relations
to empathise with how people feel when they are told that their efforts and help has been appreciated
to identify aspects of the project which have had the greatest impact on the children, both in developing knowledge and in enjoyment.

Related Skills: formatting and structuring a letter
handwriting

Time: 70 minutes

Resources: worksheet





Activities:

1. Discuss with children what they have enjoyed and learned from this project. Include:
 - the visit to the ground
 - interviews of club members
 - things learnt about the cricket club of which the children were unaware, such as how old it is – one of the oldest surviving institutions in the area
 - any displays of children's work about the club which have been produced
 - their thoughts and feelings about the cricket club and other local organisations
2. Encourage children to use ideas which appeal to them from this discussion, or further ideas of their own, in their letter.
3. Study the format of the letter on the children's worksheet. Teach the structure of writing the letter.
4. Plan, draft and produce a best copy of the letter. If facilities and time permit, children could produce their letter using Microsoft Word.
5. Listen to some of the children's letters, encouraging other children to comment on positive aspects of content and structure.



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Curriculum References

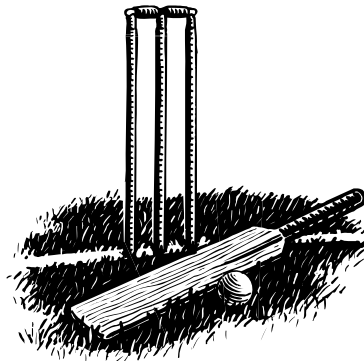
ENGLISH: En2: Reading

Knowledge, skills and understanding:

Non-fiction and non-literary texts

To develop understanding and appreciation of non-fiction and non-literary texts, pupils should be taught to:

5c	recognise phrases and sentences that convey a formal, impersonal tone.
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ENGLISH: En3: Writing

Knowledge, skills and understanding:

Composition

Pupils should be taught to:

1a	choose form and content to suit a particular purpose (for example, notes to read or organise thinking, plans for action)
1b	broaden their vocabulary and use it in inventive ways
1d	use and adapt the features of a form of writing, drawing on their reading.

Planning and drafting

To develop their writing on paper and on screen, pupils should be taught to:

2a	plan – note and develop initial ideas
2b	draft – develop ideas from the plan into structured written text
2c	revise – change and improve the draft.

2d	proofread – check the draft for spelling and punctuation errors, omissions and repetition
2e	present – prepare a neat, correct and clear final copy

Handwriting and presentation

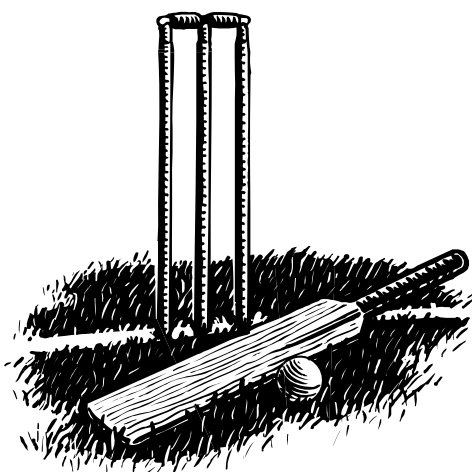
Pupils should be taught to:

5b	use different forms of handwriting for different purposes (for example, a clear, neat hand for finished presented work, a faster script for notes).
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Standard English

Pupils should be taught:

6a	how written standard English varies in degrees of formality.
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Breadth of study

8	During the key stage, pupils should be taught the Knowledge, skills and understanding through addressing the following range of purposes, readers and forms of writing.
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The range of purposes for writing should include:

9b	to inform and explain, focusing on the subject matter and how to convey it in sufficient detail for the reader.
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10	Pupils should also be taught to use writing to help their thinking, investigating, organising and learning.
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11	The range of readers for writing should include teachers, the class, adults.
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12	The range of forms of writing should include explanations, opinions.
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Sample

School's Name
School's Street/Road
School's Town/County
School's Postcode

Date (e.g. 14 July 2005)

The Committee
Cricket Club's Name
Cricket Club's Street/Road
Cricket Club's Town/County
Cricket Club's Postcode

To the Committee

Paragraph 1:

Introduce the main idea of the letter – saying thank you for the help you have received in this project. The main things to say thank you for are access to the ground on your visit, help you have received from individuals at the cricket club such as those you have interviewed, and permission the club has given for you to see its documents such as the Balance Sheet.

Paragraphs 2 – 4

Three separate paragraphs about the work you have covered, what you have enjoyed about it and what you have learned from it. As well as individual factual aspects, you might include how you feel now about the town's institutions and their importance to the local community, both ongoing and because of their histories.

Paragraph 5

Conclusion. Wish the club success in the future. Include any intentions you have to visit the ground again, perhaps to see a match or hire the function room for a party, as a worthwhile place to show relatives when they visit you, or even to become a member or player. You could express your intention to look out for the club's results in the local papers or on the Internet.

Yours sincerely

Your signature

Your name in print, if this is a typed letter