

Discuss Passepartout and what has happened to him so far in the story.

What emotions might he have experienced?

Make a list of all the experiences Passepartout has been through so far during the story.

You are going to pick one of these events to write about further, in the form of a letter.

Informal Letter – Success Criteria	
*	Text features used
4	Identify audience and purpose
10	Brackets, dashes and commas for parenthesis
12	Range of expanded noun phrases
14	Perfect form of verbs
15	Relative clauses

What is the purpose of a letter?

To inform.

However, letters can have different tones. Some letters can be formal, relaying instructions perhaps. Others can be informal, and quite chatty in nature.

Take a look at the two examples and see if you can work out which is the most formal. Think about the reasons why.

Dear John,

I'm just writing to let you know that I've moved house.

As you know, I went for an interview for a job here in London. Well, they gave me the position! It would have been impractical to travel down from Manchester every day, so we've found a house here, in a nice part of London called Greenwich.

Our new house isn't ideal. London prices are crazy, and we were only able to afford a one-bedroom flat. But on the bright side, it's on the ground floor, it's got nice big windows, and a lovely view out onto the garden.

If you ever fancy a trip to London, you're more than welcome to come and stay. It would be great to see you. From where we live, it's only a quick ride on the underground into the city centre, so we could do some sight-seeing together.

Keep in touch!

All the best

Mike

Dear Ma,

How are you? How's Dad? And Ben? Is Ben alright? Has he tripped and broken his leg yet again? I can just imagine poor clumsy Ben falling and crying his eyes out. The poor lad does need to be more careful in his wandering. Very soon he'll turn ten and start calling himself a big boy!

I'm feeling quite excellent here. The academic requirements keep me so busy! I hardly have time to miss you. Though, sometimes, I do miss eating with you people very much. I can't wait for vacations to begin! I'm going to gorge on all your dishes like there's no tomorrow!

I've started to develop a keen interest in architecture and am even taking an introductory course in it this term. Who knows, I might even major in it! Hopefully, though, my interest in architecture shouldn't wane—the way it did for medicine, remember, Ma?

I hope Dad's doing well. And please don't skip your meds, Ma. I miss you guys a lot and I cannot wait to see you.

Love,

Johnny

What did you think?

The first letter isn't formal as such, but it's not too chatty. How do you think John and Mike know each other? Are they the best of friends?

The second letter is a letter between a son and his mother. Whilst some of the vocabulary is quite formal, in places it almost reads as a conversation. Why do you think this is?

ICT7: Informal Letter Plan

Text features:

- Greeting and sign off
- Address (current location)
- Friendly, chatty tone
- Ask questions
- Explain events
- Paragraphs

Success criteria:

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Plan your letter using the following structure:

1. Greeting and sign off

2. Address (current location)

3. Friendly, chatty tone

4. Ask questions

5. Explain events

6. Paragraphs

Paragraph 1

Paragraph 2

Paragraph 3

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Now you have looked at two letters, it is time for you to plan your letter from Passepartout.

<u>Audience</u>	<u>Purpose</u>
Who the letter is addressed to	To update the reader on what has happened since they were last in touch
<u>Form</u>	<u>Style</u>
Letter	Informal with facts

Examples:

How will we achieve this? What will our success criteria be?

Intended effect:



Informal letter: to update the reader what has happened since the previous letter.