

L.O. I can write a formal letter.

I can use a formal style:

- Passive form of verbs
- No contractions
- Polite
- Choice of formal vocabulary (e.g. write “children” rather than “kids”; write “please desist from behaving in the ridiculous way” rather than “stop being a twit” ... Write Mr Risk Mr Gamble rather than Humphrey and Pickering.)
- Modal verbs – you must, you should, you will, you may....

I can organise my letter into paragraphs with a clear introduction and clear ending

I use correct letter writing conventions (Dear Mr Gamble and Mr Risk.... Yours sincerely....)



Lucretia
Cutter

Humphrey & Pickering



Both Humphrey and Pickering have written to the council to complain about each other:

- Pickering wants Humphrey to clean out his room and get rid of the beetle infestation in the house;
- Humphrey wants Pickering to clear away the huge piles of rubbish and rotting furniture in the back garden.

We are going to write back.

Imagine you work at the council and it is your job to make sure there is no health hazard in your area. You have received letters to say the flat in Nelson Road, which is above The Emporium, is infested with bugs and is filthy, and the garden behind the property is full of rotting junk. You need to remind the owners of the property that they have to keep their house and garden clean and tidy so that it is not a health hazard to neighbours and does not cause any harm.

Think of problems the situation, as it is, may cause:

- The beetles could spread to other properties; they might spread disease or harm plants and animals as well as humans; the smell might become a problem; and the cranberry sauce might attract rats and cockroaches.
- The rubbish in the garden might be a home to rats and other vermin. It might be dangerous: it could fall on someone.

Paragraph one introduction **Why are you writing?**

Paragraph 2 What is wrong with the house?

Paragraph 3 What is wrong with the garden?

Paragraph 4 conclusion What will happen if they do not take any notice?

	Active	passive
	Mr Risk wrote to me to say you have bugs in your house.	A letter was written to me to say you have bugs in your house.
Modal verb - must	You must remove all the rubbish in your garden immediately.	All the rubbish must be removed from your garden immediately.
	There is a very bad smell coming from your house and your neighbours have complained.	Complaints have been made about the very bad smell which seems to be coming from your property.
Modal verb – should	You should clean and tidy your house and garden as soon as possible.	Your house and garden should be cleaned and tidied as soon as possible.
Modal verb – May will	We may evict you!	You may be evicted by our council operatives and the cost will be charged to your account.