


Structure


Opening

Introduce yourself and explain what the letter is about




Paragraph 2

Writer describes two things that have been an issue



Paragraph 3

Writer explains how things became worse.



Conclusion

The writer suggests what could be done about this issue

Some Suggested Spellings

important believe
difficult

increase occasion

various special

Literacy Knowledge Organiser

Formal Letters

Grammar Focus 1: Auxiliary Verbs

An auxiliary verb is a verb used in forming the tenses, moods, and voices of other verbs.

Jim will win the cheese eating competition.

Will Jim win the cheese eating competition?

Grammar Focus 2: Linking Adverbs

Linking adverbs are adverbs that are used to link ideas or clauses in spoken discourse or

I am tired however I will carry on walking with you.