

Dear Celeste,

Opening paragraph :

Greeting - How are you?

How do you feel about her going to the school?

What do you want her to achieve while she is there?

Warning about B.H. how to protect herself in the situation.

Outline what you are doing in your letter - character in turn , information about how to recognise them , some background information and the actual problem.

Paragraph 1: Mark

How would she recognise him?

Information about him in school / personality/ character.

Situation he is in

What you think she could do to help.

Paragraph 2: Penny

How would she recognise her?

Information about her in school / personality/ character.

Situation she is in

What you think she could do to help.

Paragraph 3: Marigold

How would she recognise her?

Information about her in school / personality/ character.

Situation she is in

What you think she could do to help.

Paragraph 4: Barry

How would she recognise him?

Information about him in school / personality/ character.

Situation he is in

What you think she could do to help.

Concluding Paragraph:

Hope this information is useful

Hope you will be able to help

Aspirations for the situation

Yours sincerely

Sign

WALT:

Write an informal letter offering advice to a situation

WILF:

- Planning
- Address and opening
- Introduction
- Paragraph for each character
- Concluding paragraph
- Closing
- Express thoughts, feelings, ideas and opinions.
- Appropriate vocabulary linked to situation, think about your audience
- Interesting sentences
- Punctuation (capitals, full stops, questions marks, exclamation marks, apostrophes, speech marks)
- Spelling
- Check writing and make necessary improvements.