

Children's targets to go in books first.

Genre

Letter writing

Wednesday 3rd November

LO - To identify the features and structure of a formal letter

Fluency of skills - Tuesday

Conjunctions

Can you add a conjunction to this sentence?

I like to play outside _____ not when it's raining.

Fluency of skills Tuesday

Inverted commas

Add the inverted commas to make this correct.

Help shouted the Iron Man I have fallen apart.

What is a formal letter?

Prior
Knowledge

Recall
what you
already
know

What does 'formal' mean?

A formal letter is very correct and serious, and is used in official situations, or with people that we don't know so well.

What does 'informal' mean?

An informal letter is more relaxed and friendly and is usually used when writing to someone we know very well.



The Donut Shop
Trench
Telford
Shropshire
TF2 7HS

1 Church Lane
Trench
Telford
Shropshire
TF2 7HG

3rd November 2021

Dear Mr. Smith,

I am writing to complain about the donuts I bought from your shop last week. I came into your shop on Tuesday morning and bought thirty donuts to take to a picnic with my Year Three class. I am sure that you can imagine the children's disappointment when they opened the donut boxes and realised that the donuts were as hard as rocks. One of the children tried to eat a donut and broke his tooth.

The children had been looking forward to eating the donuts at the picnic and were very disappointed that the donuts were inedible. We did not have anything else to eat and as a result the picnic was spoiled.

I would like a full refund for the donuts and an apology for ruining the picnic. I paid in cash and I enclose the receipt. I look forward to receiving a refund and your reply soon.

Yours sincerely,

Mrs Leck

Features of

Sender's address

Recipient's address

Date

Dear Sir/ Madam

An introduction

Paragraph

A conclusion

Yours faithfully
sincerely

Sender's name

When do we use each one?

If we don't know the name (Sir or Madam) we use 'faithfully'.

When we know the name of the recipient, we use 'sincerely'.

Plenary

The working wall.....

What do we know about formal letters?

What can we add to the wall?

Thursday 4th November

LO - To learn how to use paragraphs in a letter.

Fluency of skills Wednesday

To use question marks.

What is your favourite colour

How old are you

Fluency of skills Wednesday

Subordinate conjunctions

I am going to write a letter to complain _____ I am very upset.

What is a paragraph? Watch this video to find out!

<https://www.bbc.co.uk/bitesize/articles/zv4j7nb>



A paragraph is a collection of sentences.

Paragraphs are used in writing to **introduce new sections** of a story, characters or pieces of information.

Paragraphs help readers to enjoy what has been written because they **break text up** into easy-to-read sections.

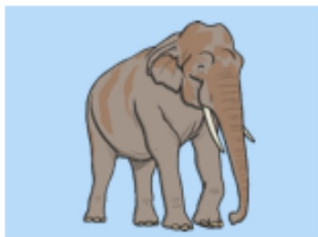
Follow these **rules** for **perfect paragraphs**.

- All the sentences within a paragraph should be about the **same person, place, time or topic**.
- When the person, place, time or topic **changes**, you should **start a new paragraph**.
- Every **new paragraph** should start on a **new line**.

Mammal Mania



Read this text (without paragraphs) with your partner.
Look for **two interesting facts**.



Mammals are hairy or furry creatures that are warm-blooded and feed their babies on milk. Most mammals are born but some hatch from eggs. Humans are just one type of mammal – there are 4000 or more different species of mammal. The human mammal group is called the Primates. Most female mammals feed their young on their own milk which provides important nutrients that help the babies grow quickly and strongly. The mammal with the longest pregnancy is an elephant. Elephants are pregnant for nearly two years with their calves, unlike human females who are pregnant for nine months. When the elephant calf is born, it usually weighs about 90kg (or 200lbs). Compare this to the weight of an average human baby, which weighs about 7lbs!

Mammal Mania



Split up the text that you have just read on your Mammal Mania Activity Sheet.

Can you find places where there is a **change of subject**?

Use this sign // where you think the author is **writing about something different**.

What are each of the **subjects** about?

Mammal Mania

I can identify a paragraph.

1. Read the text together and add // where the subject changes.

Mammals are hairy or furry creatures that are warm-blooded and feed their babies on milk. Most mammals are born but some hatch from eggs. Humans are just one type of mammal – there are 4000 or more different species of mammal. The human mammal group is called the Primates. Most female mammals feed their young on their own milk which provides important nutrients that help the babies grow quickly and strongly. The mammal with the longest pregnancy is an elephant. Elephants are pregnant for nearly two years with their calves, unlike human females who are pregnant for nine months. When the elephant calf is born, it usually weighs about 90kg (or 200lbs). Compare this to the weight of an average human baby, which weighs about 7lb!

twinkl planit

SpEd Paragraphs

Mark where the paragraphs should be.

Mammal Mania



Where do you think there should be a new paragraph?
Add // where the subject changes.

Mammals are hairy or furry creatures that are warm-blooded and feed their babies on milk. Most mammals are born but some hatch from eggs. Humans are just one type of mammal – there are 4000 or more different species of mammal. The human mammal group is called the Primates. Most female mammals feed their young on their own milk which provides important nutrients that help the babies grow quickly and strongly. The mammal with the longest pregnancy is an elephant. Elephants are pregnant for nearly two years with their calves, unlike human females who are pregnant for nine months. When the elephant calf is born, it usually weighs about 90kg (or 200lbs). Compare this to the weight of an average human baby, which weighs about 7lbs!

Now you need to write some paragraphs about yourself.

My name is ...

When I was.....

In the future,

Plenary

Are you an expert on paragraphs?

Take the quiz to find out!

<https://www.bbc.co.uk/bitesize/articles/zv4j7nb>

Monday 8th November

LO: To learn how to use the correct tense.

Fluency of skills - Monday Exclamations and commands

Write the sentences as commands. The verb has been written in bold to help you.

- You will **stop** shouting, Axel. Stop
- You will **be** brave.
- You will **jump** on Seff's back.

Fluency of skills Monday Past tense

The captain writes her log at the end of every day, writing it in the past tense. Write in the blank space the past tense of the verb provided.

Day 4 - Sunday 4th April

- 1 Today the storm (damage) the ship.
- 2 The wind (whistle) through the rigging.
- 3 The waves (crash) against the hull.



3

Fluency of skills Monday To use the correct pronouns.

Write the correct pronoun above the underlined words.

- 1 Sir Ansell tied the favour around the wrist of Sir Ansell's gauntlet.
- 2 Sir Ansell said that Sir Ansell would win the joust in honour of Lady Angelica.
- 3 "Sir Ansell will win this joust for Lady Angelica. It will be a great honour for Sir Ansell to compete for your approval," he said to her.

U C

4

Watch this video to find out about different tenses:

[https://www.youtube.com/watch?
v=7GAjEdOiNaI](https://www.youtube.com/watch?v=7GAjEdOiNaI)

Change these sentences to past tense:

1. There **are** two birds on the fence.

Yesterday there _____ two birds on the fence.

2. **I am bringing** some orange juice to the party.

I _____ some orange juice to the party.

3. Tomorrow, Billy **is going** to see the dentist.

Yesterday, Billy _____ to see the dentist.

4. Sarah **jumps** over the fence.

An hour ago, Sarah _____ over the fence.

Write the sentence and then change it to the past tense.

Present tense.

Change these sentences to present tense:

1. The lion **will roar** fiercely.

The lion _____ fiercely.

2. Yesterday, I **went** to the supermarket.

Today, I _____ to the supermarket.

3. The owl **swooped** down from the tree tops.

The owl _____ down from the tree tops.

4. Tomorrow, the sun **will rise**.

Today, the sun _____.

Future tense

Change these sentences to future tense:

1. The wolf **howled** at the moon.

The wolf _____ at the moon.

2. Today, I **am doing** all of my homework.

Today, I _____ all of my homework.

3. Yesterday, I **carried** all of the shopping home.

Tomorrow, I _____ all of the shopping home.

4. **I have been** to the cinema.

I _____ to the cinema.

When writing a letter we need to use the same tense consistently in each paragraph.

What does this mean?

I am writing to complain about your donuts because I _____ very disappointed.

am

was

will be

We took the children out for a picnic, and one of them _____ his tooth.

had broken

is breaking

broke

Plenary

Complete this quiz on tenses!

/Users/michael/Documents/AU-T2-
E-1758-Past-Present-or-Future-
Tense-Quiz-PowerPoint.pdf

Tuesday 9th November

LO - To learn how to use present perfect tense.

Fluency of skills Tuesday

Commas in a list

Correctly punctuate the lists below using commas.

- 1 In Dusk's basket there were cherries berries grapes and figs.
- 2 In Axel's basket there were peaches nuts seeds and yams.
- 3 Dusk found fruit growing on bushes branches trees and vines.

Fluency of skills Tuesday

Prepositions

Under in behind below on above by beside

- 1 When the storm came to an end Captain Starling was still at her post the ship's wheel.
- 2 Stragglebeard was so scared he hid a barrel.
- 3 Barnaby crawled out from the sail.

3

Fluency of skills Tuesday

Prepositions

Underline all the prepositions in these sentences.

- 1 He looked inside Sir Ansell's tent. No!
- 2 He peered below the stands. No!
- 3 He looked between the bales of hay. No!
- 4 He searched both inside and outside the pavilion. No!
- 5 He looked behind the tilting fence. No!



4

Add a starter on contractions

can not

do not

did not

I am

could not

have not

'has' or 'have' + a past tense verb = present perfect tense

The alien **won** the hide-and-seek contest.

The alien **has won** the hide-and-seek contest.

The aliens **sneaked** into the restaurant.

The aliens **have sneaked** into the restaurant.

Watch this video to find out about the present perfect tense:

<https://vimeo.com/208114765>

POWERPOINT!!!

Past Tense	Present Perfect Tense
walked	
jumped	
was	
sprinted	
tested	
grow	
did	

Match the sentence which uses the verb in the **past tense** to the sentence which uses the same verb in the **present perfect tense**.

Mum sold her house last weekend.

I brought a lot of toys on holiday with me.

My little sister bit me when she was feeling cross.

Dad froze some fruit juice when it was warm outside.

Will decorated the cake for the summer baking competition.

My neighbour's dog has bitten the postman.

"You have brought too many unhealthy snacks for lunch," said Mrs Riaz.

The bank have frozen our accounts whilst they investigate.

We have sold so many ice creams this morning.

Kimmy has decorated almost all the rooms in her flat.

A Tense Match

While being interviewed after football match, this reporter talked about what he saw in the **past tense**. Can you change his recount into the **present perfect tense**, as if the match is still happening?



I arrived at the football stadium.
The fans talked and shouted since
the beginning of the match. Kidman
passed the ball to Dietrich. He kicked
it across the halfway line. Jorge took
a shot for the goal and missed! The
fans lost all hope.

A Tense Match

Did you manage to change his recount into the **present perfect tense**, as if the match is still happening?



I **have** arrived at the football stadium. The fans **have talked** and **have shouted** since the beginning of the match. Kidman **has passed** the ball to Dietrich. He **has kicked** it across the halfway line. Jorge **has taken** a shot for the goal and **has missed!** The fans **have lost** all hope.

Plenary

POWERPOINT QUIZ

Wednesday 10th November

LO: To write an informal letter.

Fluency of skills Wednesday

Apostrophe for contraction

contractions in the rocks to complete the sentences.



I Axel what she was going to do.
..... too far to walk back with these heavy baskets.
e) got a plan.
..... going back to get help.
annot) both go back.

Fluency of skills Wednesday

Inverted commas

Put speech marks and other missing punctuation into these sentences:

- 1 **There's work to be done** commanded the captain.
- 2 **I'll catch the hens** answered Egg.
- 3 **First you can clean my clothes** declared Captain Starling.
- 4 **The parrot has pooped on my coat** she added.



3

Fluency of skills Wednesday

Past tense

Write the past tense for these verbs.

clash	hold	raise
know	gallop	turn

4

10 Church Lane
Trench
Telford
Shropshire
TF2 7HG

Monday 11th May 2021

Dear Katie,

How are you? Did you have a nice Easter holiday? My grandma was not very well so I went to her house and looked after her for a while. I also went for lots of lovely walks and ate lots of chocolate eggs!

I am back at school now and we are learning about street art which is really good fun. So far, we have found out different street artists and we have had a go at creating our own street art.

I am going to Alton Towers next weekend. Have you ever been there? It is a theme park with lots of rides and my favourite ride is called Wicker Man. It is very fast!

I hope that we can see each other again soon. When are you visiting Shropshire?

Lots of love,

Anna

Today you are going to write a **letter** to your teacher to tell them all about your last birthday.

Letters need to be written in **paragraphs** so that they make sense and are easy to read.

In your letter, each **paragraph** should talk about something different.

For example:

- **Paragraph 1 = What you did on your birthday.**
- **Paragraph 2 = Your favourite thing about the day.**
- **Paragraph 3 = What you would like to do on your next birthday.**

Letters also contain **questions** so that the **recipient** (the person receiving the letter) can write back and answer those questions.

Watch this video to remind yourself how to write and punctuate **questions**.

<https://www.bbc.co.uk/bitesize/articles/zmmvtrd>

Questions often start with one of the five w's:

- who
- what
- why
- where
- when



Questions can also start with words like 'did', 'how', 'do' and 'which' and should **always** end with a **question mark**.

10 Church lane,
Trench,
Telford,
Shropshire
TF2 7HG

10th November 2021

Dear,

How are you? I had a great time on my birthday. I

My favourite thing was

When it is my next birthday, I would

I hope that we can

Lots of love,

Plenary

Can you read your letter out to your teacher?

Monday 15th November

LO: To plan a formal letter

Fluency of skills Thursday

To use the prefix un-

Write the prefix 'un' in the space to make a new word with the opposite meaning.

- 1 Axel was sure what to do.
- 2 Was it wise to go in the cave?
- 3 He knew it was healthy to stay in the rain.
- 4 But was the cave an safe place to shelter?

Fluency of skills - Thursday

To use identify and use verbs.

Complete these sentences filling in the missing words from the verbs in the brackets:

- 1 The pirate ship was towards the island.
(driving/sailing)
- 2 Captain Starling through her telescope for a long time.
(looked/watched)
- 3 She could see the pirates a boat into the bay.
(rowing/pushing)
- 4 Then they out of the boat and along the beach.
(fished/climbed) *(walked/jumped)*

Fluency of skills Thursday

Verbs

Place the correct auxiliary verb in these sentences.

- 1 Pip running towards Sir Ansell. *(was / were)*
- 2 Sir Ansell lying on the ground. *(were / is)*
- 3 The crowd wondering if he would ever get up. *(was / were)*
- 4 Lord and Lady Balderdash looking at the fallen knight. *(are / is)*
- 5 The Black Knight dismounting his horse. *(is / were)*
- 6 He walking towards Sir Ansell with a flask in his hand. *(is / are)*



3

4

Class mind map

How did Hogarth feel when he trapped the Iron Man in the pit?

Why does he feel like this?

Formal letter structure

Introduction

What are you writing about?

I am writing to

Paragraph 1

When we first met you,

Paragraph 2

Because the farmers need their machina

Paragraph 3

Now, I feel

Conclusion

Closing sentence.

Please

Who is it from?

Formal ending

Yours Sincerely, Hogarth

Tuesday 16th November

LO: Independent writing
To write a formal letter

Assessed writing: Letter Writing

Write a letter from Hogarth to the Iron Man.

My checklist:

Let's remember
the features of a
formal letter.

Features of a formal letter	
Sender's address	
Recipients address	
Date	
Dear Sir/ Madam / name	
An introduction	
Paragraphs	
A conclusion	
Yours faithfully / sincerely	
Sender's name at the end	

Let's write out the school's address.

Can you remember where it goes?

Wrockwardine Wood Junior School
Church Lane
Trench
Telford
Shropshire
TF2 7HG

WAGOLL – What A Good One Looks Like

Formal Letter

Your own address goes in the top right hand corner of the letter.

7 Jasmine Road
Essex
EX36 9EL

Wrockwardine Wood Junior School
Church Lane
Trench
Telford
Shropshire
TF2 7HG

This is the farmer's address. Can you remember where we write this?

The Iron Man
Trench Farm
Church Lane
Trench
Telford
Shropshire
TF7 6MP

Wheeler's Deals
12 Main Street
Baytown
Kent
KT15 8RL

The address of the recipient goes on the left, below your own address.

24th July 2016

The date is written on the right hand side,
starting below the address you are writing to.

Farmer McGregor
Trench Farm
Church Lane
Trench
Telford
Shropshire
TF7 6MP

Wrockwardine Wood Junior School
Church Lane
Trench
Telford
Shropshire
TF2 7HG

Monday 15th November

What do we need next?

Dear Mr Wheeler, ←

Dear Sir/Madam if you don't know the recipient or Mr/Mrs/Miss/Ms (surname) if you do.

Dear Iron Man



What punctuation do we need here?

Now we need an introduction!

I bought a red, 2005, Buzuki Whiz from your dealership on 16th July 2015 and to say I am unhappy with the purchase is an understatement. I have tried calling your garage a number of times but as soon as I give my name, the line goes dead. I am writing this formal letter of complaint to inform you of the serious issues I have had with the vehicle and what I expect from you as a result.

↑
An introduction stating who you are and why you are writing.

Write your introduction here.

Don't forget capital letters and full stops!

Wednesday 17th November

Let's remember
the features of a
formal letter.

Features of a formal letter	
Sender's address	
Recipients address	
Date	
Dear Sir/ Madam / name	
An introduction	
Paragraphs	
A conclusion	
Yours faithfully / sincerely	
Sender's name at the end	

Paragraph 1

Paragraph 2

Conclusion

Days after buying the car, I experienced the following problems: thick smoke coming from the exhaust, a loud rattling noise under the car bonnet, faulty windscreen wipers, a heater which only blows cold air, a broken horn, a sun roof which refuses to open and just yesterday one of the wing mirrors fell off. Mr Wheeler, you assured me that this car was in excellent condition and I trusted you. This car is unfit to drive and could have caused me to be involved in a road traffic accident.

Firstly, I demand a full refund by the end of the month. Furthermore, the car is sitting in our driveway and I expect that someone will come to collect it by the end of the week. Please be assured that if my expectations are not met, I will be taking the matter further.

A final paragraph including any expectations or closing remarks.

End your letter using 'Yours sincerely' if you know the recipient or 'Yours faithfully' if you don't.

Yours sincerely,

Mr. S. Holmes

Mr S. Holmes

Finish with your name or signature.

Yours sincerely

What punctuation goes here?

Hogarth

Plenary

Can you read your letter out to the class?

Thursday 18th November

AFL

L.O. To use inverted commas for direct speech

Fluency of skills Thursday

Use the prefix *-un*

Use the words in the box to complete the sentences below. Remember to add the prefix *'un'* to change the meaning.

wise safe friendly sure lucky healthy

- 1 Axel was what to do.
- 2 Was it to go in the cave?
- 3 He knew it was to stay in the rain.

Fluency of skills Thursday

Conjunctions to express time

then first once next when while

- 1 anchor at Shark Bay.
- 2 take a rowing boat and land on the beach.
- 3 follow the stream to the Weeping Forest, keeping well away from the dangerous swamps.
- 4 you leave the forest take the right fork. (The left fork will take you to the ruined temple. You do not want to go there!)
- 5 you follow the path through the long grass make sure you do not talk. (The tribal village is close by!)
- 6 you are past the caves go north until you see the sand dunes.

Fluency of skills Thursday

Identify and use adverbs

Add more meaning to the verbs in these sentences by choosing the most appropriate adverbs in the brackets.

- 1 Pip gathered up any armour that would fit him.
(quickly / slowly)
- 2 Next he chose a sword and a shield.
(randomly / carefully)
- 3 Then he ran to the castle stables to choose a horse for the journey.
(swiftly / foolishly)



Inverted Commas

There are two places where inverted commas are needed when writing direct speech:

"What's the matter, Dina?" said Sid.

Inverted Commas

Inverted Commas

You need to **open** your inverted commas with a " (66) before the first word which is being spoken.

You need to **close** your inverted commas with a " (99) after the last word **which is being spoken**.

Imagine that inverted commas are like hands; They hold within them **only** the words which are being spoken.

Back



"What's the matter, Dina?" said Sid.



Punctuation

There are two places where other forms of punctuation are needed when writing direct speech:

"What's the matter, Dina?" said Sid.

You need to end the speaking with:

- a comma
- a question mark, if it is a question.
- an exclamation mark, if it is an exclamation.

You will need to finish your sentence with a full stop after the reporting clause.

Examples of other punctuation in direct speech are:

"How exciting it is!" exclaimed Sarah.

"I don't know what to do," said Sayeed.

Back

Reporting Clauses

After the speech itself, a reporting clause gives a little bit of information about **who is speaking** and **how it was said**.

"What's the matter, Dina?" **said Sid**.

Reporting Clauses

In this case, Sid is speaking.

If Sid said it in a different way, you could change 'said' to...



"What's the matter, Dina?" **asked** Sid.

"What's the matter, Dina?" **whispered** Sid.

"What's the matter, Dina?" **uttered** Sid.

"What's the matter, Dina?" **shouted** Sid.

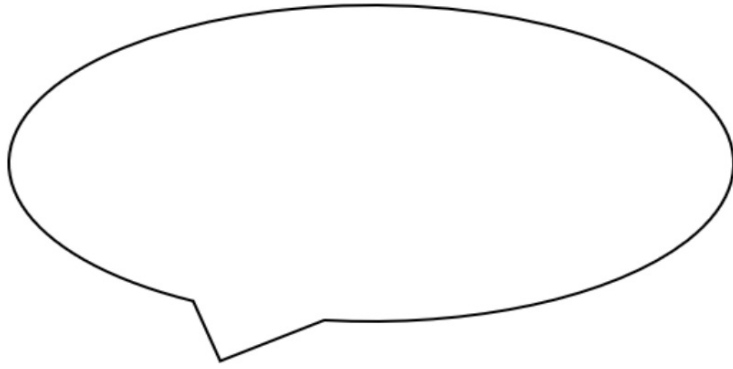
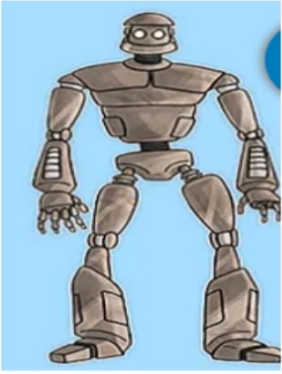
[Back](#)

Add inverted commas to these sentences.

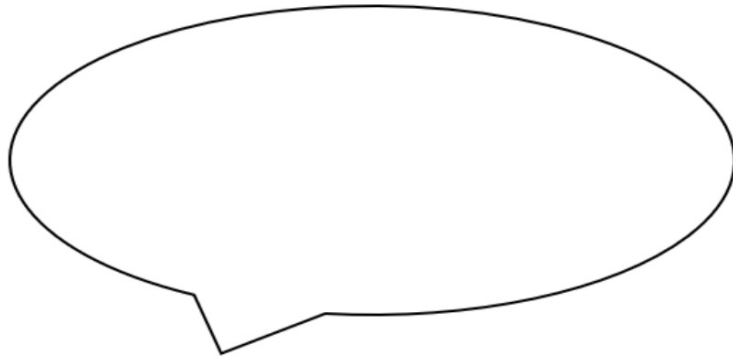
I'm so hungry! shouted the Iron Man loudly.

What time is it? asked the farmer nervously.

Where are we going? Hogarth quietly asked
his dad.



Who
the
say
Hog



Who
Hog
reply

Now you need to continue the conversation
between Hogarth and the Iron man.

