

Y6 Formal Letters Reports

KS2 Y6 English · Follows the national curriculum

Name _____ Class _____ Date _____

1. Worked example

Write an opening sentence for a letter to a museum asking for a class visit.

Step 1 · Formal greeting

Dear Sir or Madam,

Step 2 · State the purpose

I am writing to enquire whether...

Step 3 · Add the key detail

our Year 6 class could visit the Roman gallery in June.

Answer: Dear Sir or Madam, I am writing to enquire whether our Year 6 class could visit the Roman gallery in June.

Check: Purpose in the first sentence.

2. Now try one with the steps

Find three formal features in the model letter.

Step 1 · Vocabulary

Step 2 · Passive

Step 3 · Subjunctive

Answer:

3. Practice

Have a go at each one. There is space underneath to work it out.

1. Which sign-off goes with 'Dear Mrs Clarke'?

2. Which sign-off goes with 'Dear Sir or Madam'?

3. What should the first paragraph of a formal letter do?

4. What does 'non-chronological' mean?

5. Which tense are most reports written in?

6. Make formal: 'Can you let me know?'

7. Make formal: 'I'm writing about the bins.'

8. Give a closing sentence for a formal letter.

9. In the model letter, how many pupils cross the road each morning?

10. Find a passive verb in the model letter.

11. Give three sub-headings for a report about the planet Mars.

12. Rewrite for a report: 'Penguins are dead cute and they can't fly.'

13. Why does the model letter include facts like 'two near-misses'?

14. Write a subjunctive sentence suitable for a formal letter.

4. Before you hand it in

'Dear Sir or Madam ... Yours sincerely'

Dear Sir or Madam ... Yours faithfully

Burying the purpose in paragraph 3.

State the purpose in the first sentence.

Writing a report story: 'First I went to the zoo and saw...'

Group facts under sub-headings.

Rude or demanding tone: 'You need to fix this now!'

We would be grateful if you could...