

Activity 1 – Hogwarts Letter

Literacy – formal and informal writing

Throughout the next few pieces of writing children are focusing the formality of writing. Looking at their audience and deciding how formal they need to be. The week's activity is to write a letter to of application to Hogwarts. They will be writing a letter to Professor Dumbledore so it needs to be very formal. This means using the following –

- Formal language
- Punctuation - semi colons, brackets and colons. Slows it down
- Politeness
- Written and structured as a letter - Dear, sign off, address
- No slang
- No contractions. (Eg: use do not instead of don't)
- Mature & professional
- First person - me and I

Monday	Tuesday	Wednesday	Thursday	Friday
Go through the PowerPoint on formality. Complete activities in your exercise book. Read the model text. Underline language and vocabulary or aspects you can spot from the list above that makes it a formal piece of writing.	Grammar – colons, semicolons and dashed. Work your way through the slides. Complete any activities in your exercise books.	Read through the Harry Potter Prospectus or carry out your own research. Use the planning template to complete a plan in your book and note down the key details that you want to include in your letter.	Write the first draft of your letter. Use the model text on the class page to help you. Make sure that you are meeting points above. Keep reading through and editing your work. Use a dictionary to check your spellings.	Continue. Write the first draft of your letter. Use the model text on the class page to help you. Make sure that you are meeting points above. Keep reading through and editing your work. Use a dictionary to check your spellings.