

LO: We are getting better at writing  
an informal letter.

Whilst you are busy collecting ideas over these next few days, today, I would like you to write yourself a letter of advice for when you have a writer's block and can't think of ideas!



Write a list of top tips

- What do you do to feel inspired?
- Who do you talk to?

64 Brown Lane,  
Foxhole,  
Devon,  
TQ9 7NJ

Monday 13<sup>th</sup> June 2011

What are the features  
of an informal letter?

Dear Natalie,

How are you? Although I haven't been at school, I have been having a lovely time in the garden with Fred the dog!

Did you have a nice half term? I went to stay with my grandma Josie. I hadn't been to see her for a long time. We had lots of fun and she taught me how to cross stitch. We also went shopping and made cakes. I am very glad I went to stay.

I have been researching Egyptians on mums iPad today. So far, I have found out how they built the pyramids. I'm really looking forward to finding out how they made people into mummies. My friends are really cool. What is your school like? What are you learning at the moment?

Dad told me today that we're going to Wales this summer holiday. I am excited. I haven't been there before. We are going to West Wales and will stay in a static caravan near Towyn. Are you going on holiday this year?

I better go and do my homework. My teacher wants me to do well at school and so do, so I better try my hardest!

Lots of love,  
Francine

Write a list of all the the features you have found!

- Your address (on right hand side)
- Dear .....
- Chatty friendly style
- Date under address
- Begin with dear/hello/hi
- Ask questions
- End with – bye for now, see you soon, lots of love etc.
- End with a friendly statement
- Do not write their address (on the left)
- Paragraphs
- Name at the bottom
- Other?



# Model It! – My example

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Have I included  
every feature?

Dear Miss Partono,

How are you? I hope you haven't been working too hard and have been enjoying this beautiful sun. I hear you have have been working on an ideas collector? I have to say, this sounds like an excellent idea. All your wonderful and wacky ideas in one place- what's not to like!

I thought I would give you 5 top tips just in case you hit a writer's block. It happened to a friend a couple of years ago and he told me all about it. Apparently it makes your hair turn grey but I don't know about that?!

1. Go and do something else for a while- you can't force genius!
2. Do some free drawing- take you pencil for a walk around the piece of paper
3. Read a book and bask in the wondrous words
4. Do some exercise (I suggest Joe Wicks PE!)
5. Follow a recipe for a scrumptious snack and then devour it.

I better go and cook my dinner now. My favourite TV show is just about to start and I cannot miss it!

Bye for now,  
Miss Partono!

# Apply It!

Please make up an address!  
DO NOT USE YOUR REAL  
ADDRESS so that your work  
can be shared with others

Write a letter to yourself that gives you advice on how to avoid or overcome a block in your writing or creating.



## STEPS TO SUCCESS:

- Create a plan that summarises what you will include in each paragraph.
- Use the informal letter checklist and check each point!