

Planning a letter

Recap! What do we need to include
in our letters?

Over the next week you will be looking at writing a letter of complaint. You will be writing in the perspective of Oliver Twist. You will be complaining to Mr Bumble about the living and working conditions of the workhouse!

When planning and writing your letter you need to use the vocabulary you generated AND your plan. Meaning your plan has to be detailed!

What will you include in your introduction?

When writing your letter your introduction will need to explain why you are writing the letter:

e.g.

I am writing to complain about the substandard living conditions at your workhouse.

What will you need to include in the main body of your letter?

When writing your letter the main body will need to explain and describe the things you deem as unacceptable in the workhouse

e.g. Food, living arrangements, jobs etc.

What will you need to include in your conclusion?

When writing your conclusion you will need to express what you wish to happen now.

e.g. I sincerely hope you take my concerns and suggestions into consideration as

Tasks!

You are now going to plan your letter!

When planning your letter you don't need full sentences and can use bullet points if you wish.

Use the planning sheet to structure your plan. Remember the more things you include now the easier it will be when writing from your plan next week!