**I don’t understand a word – help!**

Try the following:

* Look at any **pictures** / illustrations for clues
* **Read to the end** of the sentence / paragraph and see if there are any clues
* Is it after a **colon** (:) or **dash** (-)? If so, the words before the colon / dash might tell you what it means.
* Does the word **remind you** of any other words you know? Try putting them in its place – does that make sense?
* Look at the **beginning** of the word – does it give you clues? (e.g. pre = before, multi = many, uni = one, cyber = to do with technology)
* Look at the **end** of the word – does it give you clues? (e.g. –ant = a person who, -arium = a place for, -cide = to do with killing)
* Does the word **contain** any other words within it? What do they mean?
* Still no idea ☹
* Get a dictionary / ask a friend 

**Conventions of a formal letter:**

72 Alloa Place

Tobermory

Oban High School Isle of Mull

Soroba Road PA75 6PB

Oban 19/05/17

PA34 4JB

Dear ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_ / To whom it may concern

 Yours sincerely

 Yours faithfully

 Dominic McKnight

 Dominic McKnight

Your address

Address of person you’re writing to

Date

Write / type your name under your signature

If you don’t know their name

If you know their name

If you don’t know their name