

# HOW YOU CAN HELP WITH WRITING FUNCTIONAL LETTERS

A functional letter is a formal letter e.g. a complaint or request. When writing the letter your child should be clear about the purpose of the letter. Your child should be aware who they are writing to and should use appropriate words.

- \* Look at magazines and newspapers/ watch television programmes where children are encouraged to write in to the editor or producer
- \* Write requesting information for a school project or a hobby
- \* Write to complain about something you have bought or a poor service
- \* Write a request to join a swimming club or to arrange a visit to a museum
- \* Encourage your child to proofread their writing carefully
- \* Use plenty of praise and encouragement
- \* Make writing fun. Write some letters together!

## Stow Primary School

### Helping with Writing

Writing together really helps me. I like talking about my ideas.

It's good to know how I can help. He is more enthusiastic about writing.



**Functional  
Letter Writing  
First Level  
(2)**

Address and date

Any Street  
Any Town  
AT1 1AT

22nd November 2011

Why you are writing

Dear Mr Smith,

I am writing to you to invite you to our Christmas Fayre. It is at 7pm on Friday 25th November in the school library. There will be toys, books and lots of other things. There will also be juice and biscuits in the canteen. I hope you will be able to come.

Include other ideas

What you hope will happen

Yours  
ly,

Formal conclusion

sincere-

When writing letters children learn to:



### ***Tools for writing***

- \* Use capital letters and full stops correctly. Use question marks and commas.
- \* Spell familiar words correctly using phonics.
- \* Use joining words e.g. but, then, so, that, because.
- \* Use joined up writing.
- \* Use a dictionary for tricky words.