KS3 English Language Writing – Whodunnit? Lesson 5: Formal Letters Teaching Ideas

Learning Objective:
To understand the features of a formal letter.

Success Criteria:
- To revise structures of complex sentences.
- To investigate the key features of formal letters.
- To write a formal letter.

Context
This is the fifth lesson in a KS3 unit of work focusing on KS4 English Language writing assessment objectives. In this lesson, students investigate a formal letter written to a suspect, and then write their own formal letter. This is the fifth lesson in a KS3 unit of work focusing on KS4 English Language writing assessment objectives. In this lesson, students investigate a formal letter written to a suspect, and then write their own formal letter.

Resources
Frankenstein Online pack from lesson four.

Anonymous Note from lesson three.

Starter

Complex Sentences
Last lesson, students looked at the differences between compound and complex sentences. Now, they could start to explore the different structures of complex sentences, using the **Quickfire Subordinate Clauses** worksheet.

Main Activities

A Clue!
Explain to students that a clue has been found in the murder investigation: a letter to Bob Cratchit from his bank. Students should read the **Bank Letter** carefully and highlight any complex sentences. Next, they should make notes on the format and contents using the **Formal Letter Worksheet**.

The Investigation So Far
This letter is a valuable clue in the investigation. Using the **Motives Worksheet**, students should fill in their theories so far. What do they know about each of the suspects from the documents they have reviewed? Who has a motive for the murder? (For lower ability students, you may need to explain the meaning of motive.) Students may need copies of the **Frankenstein Online** pack from lesson four and the **Anonymous Note** from lesson three to assimilate information for their theories.

Write Your Own
Students could now write their own letter, summarising their findings so far, to the headteacher. They can use their **Motives Worksheet** and the **Formal Letter Worksheet** to help them. For lower ability students, there is a **Formal Letter Reference Mat** to guide their writing.

Review
Finally, students could swap work and offer verbal feedback to each other on their letters, using the **Formal Letter Worksheet** as success criteria.

Plenary

Gimme Five!
Finally, students could write five key reminders for formal letter writing.