

## Class 11 Writing

### Spelling:

#### Spelling Rule:

##### Year 3- Common Exception Words B-C

calendar  
breath  
breathe  
build  
busy  
business  
caught  
centre  
century  
certain

##### Year 4- Common Exception Words P-S

probably  
promise  
purpose  
quarter  
question  
recent  
regular  
reign  
remember  
sentence

*Make sure that you know what each of the words mean. You might need to ask other members of your family or do some research online. Once you know what each of the words mean, **practise writing these in sentences.***

Don't forget that you can use the website to practise your spellings by playing games. Just click the link below or copy it directly into your browser.

This week both Year 3 and Year 4 have some common exception words to look at. These are words that most people find difficult to spell as we do not say them how we spell them. Think about where the tricky part is in the word and how you are going to remember the correct spelling.

#### Year 3:

<https://spellingframe.co.uk/spelling-rule/44/26-Word-list-years-3-and-4---br--to-ce->

#### Year 4:

<https://spellingframe.co.uk/spelling-rule/71/33-Word-list-years-3-and-4---pro--to-sen->

At the end of the week, you might want to ask someone to help you to carry out a spelling test. You are welcome to do this and send me your score through to me on the class email.

### Writing:

After reading the text for your comprehension activity, your writing activity for the week involves you writing a response to Ms Watson. Your audience will be Ms Watson (the person you are writing to) and you will be writing from the perspective of the sweets company (you will be Mrs Halloway). With that in mind, you will need to think about the formality you are going to be using. Will it be a formal or an informal piece of writing?

**Your task:** You are writing a letter of response to the complaint made by Ms Watson about the chewing gum.

Use the writing frame below to help you to write this letter of response. Make sure you are reading the original letter to ensure that you are responding to each of the points Ms Watson makes in her original letter.

Remember, you do not need to do all of this in one day. You might want to think about doing a different activity each day.

#### Monday

Start off by re-reading the original letter. Begin by making a plan for your own letter. You might want to bullet point some of the key ideas for each paragraph. What are you going to include in your introduction? Remember you need to explain why you are writing, you might want to say you have received the letter that has been sent. You are going to respond to each of the comments made by Ms Watson. You can then move onto your next paragraph- saying what is good about the product and the

advert. Finally, bullet point what you are going to include in your conclusion- will you be doing what Ms Watson asked you to do in your letter- what will happen in the future?

## **Tuesday**

Start to fill in the details at the top of the letter e.g. the address, date, greeting etc. and you could start to draft your first paragraph.

## **Wednesday**

Today, you could write your main paragraph or paragraphs (this is up to you). Remember to go back to the original letter so that you can get an idea about what the sweet company is like. You can be as imaginative as you like. You might want to think of the sweet factory as being like Willy Wonka's chocolate factory. Think about what the sweet company might be like and explain this in your letter.

## **Thursday**

You should be able to finish off your letter today by writing your conclusion. Make sure you are using your plan. Your conclusion will include what the plans are for the future. You are going to tell Ms Watson whether you are going to do what she has asked. If you are, you might want to apologise. If not, you need to explain why you are not going to do as she has asked. It might be because the product tastes like broccoli because it is supposed to be a healthy product and contains real broccoli or that lots of other people have told the company how much they like the chewing gum. Use your imagination.

## **Friday**

You can use your time today to finish off if you have not already. If you have finished your letter, your task is to read back through your work and check that it makes sense, have you included adjectives, have you responded to all of the points made by Ms Watson? Check for full stops and capital letters. Make sure you have included paragraphs and use the success criteria below to check you have included everything you need to in your writing. If you haven't you need to edit and improve some sections of your writing like we would in school.

**Learning Objective:** To write a letter

### **Success Criteria:**

- Address on right
- Date on right
- Greeting
- Introductory paragraph
- Conjunctions
- Concluding paragraph
- Sign off
- Paragraphs
- Closing statement
- Questions

Don't forget to also check for your punctuation, word choices, adjectives, adverbs, expanded noun phrases and anything else you would normally include in your writing (think about your focus in school).

**Extension:** Write a letter to anyone of your choice – it could be a family member, a famous sports person, a character in a book, the Prime Minister – absolutely anyone! Make sure you lay out their letter correctly and use words and phrases to capture your reader's interest.

*Here are some ideas:* Write a letter to tell someone all the things you like best about them. Write a letter which tells a funny story about something which really happened to you. Write a letter to thank somebody for something nice they have done for you. Write an encouraging letter to someone who you think might be having a hard time. Send a good joke to someone who you think will enjoy a laugh!

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Imagine you are Mrs Halloway, the manager of Epic Sweets Ltd. Can you write a response to Ms Watson's letter of complaint?

Your recipient's name and address

Your address

*Explain why you are writing.*

*Defend your company's product and its advertisement.*

*Are you going to do as Ms Watson asks? Why / why not?*

Yours sincerely,  
Mrs L. Halloway  
Manager  
Epic Sweets Ltd.