

A letter to your new form tutor...

SPAG

Watch your **Spelling**, **Punctuation** and **Grammar**.

In a letter make sure that a person's name and title always have capital letters. After their name you should put a comma.

As you can see in the letter, sincerely should always have a small "s". **If you don't know the name of your tutor yet, you must start the letter "Dear Sir/Madam," and end it "Yours faithfully".**



Words to describe you...

Responsible Kind Determined Friendly
Conscientious Courteous



Stretch & Challenge task

Can you add an opening paragraph which explains why you are writing?

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Ready

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Do not share any personal information, such as your address. Get a parent/carer to check the letter before emailing it to ready@kevi.org.uk.