

English: Letter Writing

English

Statement Code no: 8

Student:

Class:

At Junior Certificate level the student can:

Write a formal and informal letter

Date Commenced: / /

Date Awarded: / /

Learning Targets - This has been demonstrated by your ability to:

- | | |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 1 Tell the difference between a formal and an informal letter | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 2 Write the address on the top right hand corner | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 3 Put the date underneath the address | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 4 Write the address of the person you are sending the letter to (formal letter), on the left hand side | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 5 Use the correct greeting | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 6 State why you are writing in the first paragraph | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 7 Give further reasons as to why you are writing in the second paragraph | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 8 Give your final points in the last paragraph | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 9 Match the closing farewell to the opening greeting | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 10 Write out an address as it would look on an envelope | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 11 Use capital letters for the names of people and places | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 12 Write a formal letter of complaint to a newspaper, shop or radio programme | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 13 Write a formal letter applying for a job | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 14 Write an informal letter to a friend who is in hospital | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 15 Write a response to a personal letter using 3 paragraphs | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Work begun ☒ ☐ ☐ | Work in progress ☒ ☒ ☐ | Work completed ☒ ☒ ☒