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| Day | Structure of your letter | Example |
| Monday | 1. Write your name and address at the top of your letter. 2. Include the date 3. Include who you are writing to, eg. ‘Dear Peter,’ 4. Introduction – what is the reason for writing the letter? 5. Include two questions. | *Miss Jeremy*  *Candy cane cottage*  *Marshmallow lane*  *Doughnut town*  *England*  *CB1 2RD*  *Wednesday 25th March 2020*  *Dear Peter,*  *I am writing to you because there is a nasty virus going around and I wanted to check on how you are doing. What activities have you been up to at home? Do you have lots of food and medicine at the moment? I am also at home and thought I would let you know about some of the activities I have been doing.* |
| Tuesday | 1. Using the time connective ‘First’, write about the first activity you have done this week. 2. **CHALLENGE:** Can you use the subordinating conjunction ‘because’ to extend your sentence? | *First, I did lots of gardening because the weather has been so nice and sunny. I borrowed my dad’s hedge trimmer and trimmed all the over-grown hedges in my garden. I enjoyed doing this because now my garden looks much neater and I love doing jobs outside.* |
| Wednesday | 1. Using the time connective ‘Next’ write about another activity you have enjoyed doing this week. 2. **CHALLENGE:** Can you use commas to separate items in a list? | *Next, I did some art! I picked some spring flowers from the garden and painted a still life of them in watercolours. I painted daffodils, hyacinths and crocuses. I’m going to give it to my friend as birthday present next week. I loved this activity because I enjoy being creative and exploring new painting skills.* |
| Thursday | 1. Using the time connective ‘Finally’ write about your final activity you have enjoyed doing this week.   **CHALLENGE:** Can you use a word with the suffix ful or less? | *Finally, I have been running every day in the field nearby. I make sure I only go out once a day and like to go when it is quiet and peaceful. I love going for my run after being stuck inside all day long.* |
| Friday | 1. Sign off your letter with a question and a farewell. 2. Make sure you use the correct sign off ‘Yours Sincerely’ and your name. | *What kind of things have you been doing this week? I look forward to hearing from you soon and hope that you are feeling well.*  *Yours Sincerely,*  *Miss Jeremy* |