

YEAR 8  
ROSE COTTAGE  
HOMEWORK

Objectives:

- To recognise the difference in layout, style and content between formal and informal letters.
- To demonstrate knowledge of these differences.

You are going to write **2** short letters. One is to be **formal**; one is to be **informal**.

- Don't forget the differences in layout, style and content between formal and informal letters.
- You will have to decide which is which before you start.
- Including the address(es), salutation (Dear . . .) and the signing off, each letter should be no longer than one side of A4.

**First letter:** Write to John Lewis in Cambridge (address John Lewis plc, Grande Arcade, 10 Downing Street, Cambridge, CB2 3DS) complaining about a pair of socks you bought, one of which was defective (perhaps had a hole in it), and asking if they would be prepared to exchange the socks for a pair in perfect condition.

**Second letter:** Write to your Aunt and Uncle thanking them for the pair of socks they sent you for Christmas. This was perhaps your least exciting present but be tactful!!