

<https://youtu.be/n4XooKISysU>

This week's English lessons are available on Youtube 😊

Tuesday 2nd February 2021

L.O: To use a formal tone when making a request

Success Criteria:

To correctly structure a formal letter

To include formal language

To use an appropriate tone

What if your only chance of survival was a pig's heart?

PIG HEART BOY

malorie

blackman

Author of the award-winning NOUGHTS AND CROSSES

Today we are going to continue reading,
'Chapter 3: News'.

Quick Questions:

How did Cam feel when he was listening to
his parents' conversation?



I threw myself face down on my bed. I'd barely caught my breath when there came a knock at the door.

'Cam, can I come in?' asked Dad.

'I suppose so,' I muttered.

Dad walked into the room, followed by Mum.

Without **preamble**, Mum asked, 'Did you hear what we were talking about?'

'I think the whole street heard,' I replied as I sat up.

Dad sighed. 'I'd rather you hadn't heard the idea that way . . .'

'What way?' I asked.

'With your mum and me arguing about it,' he replied.

I didn't see what difference it made. At least by eaves-dropping I'd heard the truth as both Mum and Dad saw it. But now they'd change their way of talking. Now they'd talk to me in a way they thought I could understand. A way suitable for a teenage boy – all false smiles and falser promises.

'Cam,' Dad began as he sat down on the edge of my bed. 'Cam, a few months ago I wrote to a man, a doctor, called Dr Richard Bryce.'

I looked across at Mum, who was leaning against the door. 'Who's he?'

'He was a surgeon, but now he's an immunologist specializing in transgenics.'

'Huh? What's that? What's trans . . . transgenics?'

Preamble = introduction/opening statement

Why do you think Mum and Dad would change their way of talking?

‘Transplanting the organs of one species of animal into another.’

‘Why would anyone do that?’

‘Because there aren’t enough human organ donors,’ Dad explained carefully. ‘So people like him are trying to find other ways of keeping people like you alive.’

People like me . . . I winced at Dad’s phrase.

‘I mean, people who need hearts or kidneys or livers to have a decent quality of life,’ Dad added.

I said slowly, ‘So you want me to have a pig’s heart?’

‘I want you to have a heart that will allow you to do all the things you want to do. All the things a boy of your age should do. And that’s where Dr Bryce comes in. Transplants are his area of expertise. I wrote to him via a newspaper to tell him about you and your case. I thought he might be able to do something to help you. I also sent him a letter of permission so that he could get your notes from our doctor and the hospital.’

‘Why didn’t you tell me before?’

‘I didn’t know if Dr Bryce would want to help you. I didn’t want to raise your hopes only to see them dashed again. We’ve been down this road twice before when we thought you’d be able to get a heart transplant from a human donor – remember?’

Yes, I did remember. How could I forget? Once, I’d even got as far as the hospital, only to be turned back. A greater emergency had required the heart. I had been pipped at the post. Mum and Dad were furious. They

Pipped at the post = beaten at the last moment

Why does Cam feel the family
is being torn apart?

stood and ranted at the hospital staff for a good thirty minutes. It wasn't their fault. The heart had been diverted to another hospital. There was nothing they could do about it. And then Mum had burst into tears. No, I wasn't about to forget that little episode – not if I lived to be ninety.

I sighed. 'Dad, I still wish you'd told me.'

'Don't worry about it, Cam. He didn't tell me either,' Mum piped up from the door.

I looked at her. She was so unhappy, so tired and unhappy. This was what I was doing to her. Doing to my family. Tearing them apart.

'So what's happened? Has Dr Bryce agreed to do the heart transplant then?' I asked.

'It's not that simple.' Dad shook his head. 'Dr Bryce has agreed to come and see us to talk about it. I certainly wouldn't agree to it without talking to you first.'

'So when does Dr Bryce want to see me?'

Dad looked from me to Mum and back again. 'He's coming to see you tonight.'

Today, we are writing the letter to Dr Bryce from Cam's Dad, Mr Kelsey.

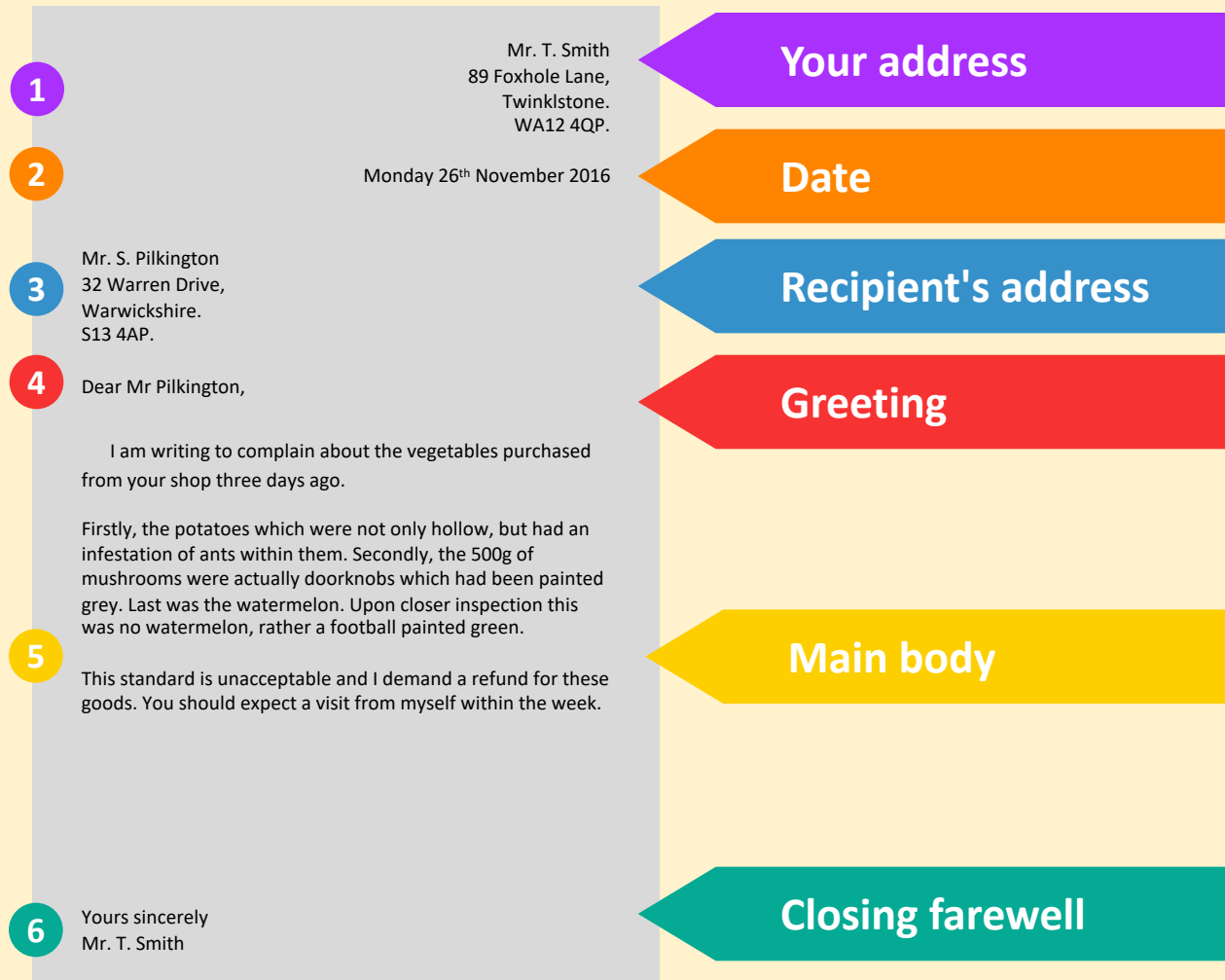
What is Mr Kelsey requesting?

Dr Bryce is an immunologist who specializes in transgenics (the transplanting of organs). Mr Kelsey believes that this doctor may be able to help his son, Cam, and is requesting his help.

What might else we include in our letter?

- A brief history of Cam's case*
- The previous two failed donations*
- Permission for Dr Bryce to access Cam's files at the hospital*

Formal Letter Structure



Let's read an example letter:

C.R.E.S.T. Recruitment Office,
PO Box 543,
New York,
USA

Sparkhouse Primary School,
Sellorswood Road,
Derby,
Derbyshire,
DE8 5LF

13th November 2016

Dear Agent Coulson,

I am writing to you to kindly offer my services as part of your C.R.E.S.T. team. Recently, I know things have been difficult for you with some of your agents having differences of opinions leading to some separation within your team. To strengthen your department, I would like to put myself forward as your organisation's newest member.

What phrases could you use in your letter to create a formal tone?

Firstly, I would like to discuss my physical qualities with you. As a ten-year-old girl, you may underestimate my strength and physical presence – you would be wrong to do so. Having won the prize of 'fastest girl' every year at our school sports day competition, my speed is one of my unquestionable strengths. In addition, my throwing abilities would definitely be another asset to C.R.E.S.T. I train weekly with a cricket team and my coach (Mr Slight) says that I am a born fielder. Once, the stumps were almost destroyed by my throwing power: they actually had a ball-shaped hole through the middle. Mr Slight certainly thinks that I could play for England Ladies when I'm older. However, I can think of another squad that could benefit from my abilities far more.

Whilst physical strength is important, any prestigious C.R.E.S.T. agent must also possess incredible intelligence. My mathematical abilities are excellent. Maths is an essential agent skill: it is the key to everything! In my mind, life is just one big mathematical equation after another. I'll let you into a secret - my miraculous throwing skills are all due to arithmetic. In order to make the perfect throw, I work out the following: the angle of the bounce; the speed of the ball; the strength of the wind and the point of release from my hand. It's a strike!

If I were to be an agent in the future, I have also thought through a secret identity to keep my loved ones safe and give me anonymity outside of the C.R.E.S.T. organisation. I would call myself Mathematics Master, for obvious reasons. Some people may think that mathematics is not an impressive quality; others, like myself, know what a truly invaluable skill maths can be. I am hoping that any potential enemies would underestimate me and my mathematical expertise, which would give me a definite advantage and allow me to skilfully defeat them.

In conclusion, I hope you can see that I would be a marvellous asset to your team. I would relish the opportunity to join you at C.R.E.S.T. I hope to discuss this further with you and I eagerly await a positive response.

Yours sincerely,

Charlotte Monroe
AKA Mathematics Master

The purpose of this letter is to request a job, and the character is trying to persuade Agent Doulson that she is the right candidate.

How is this similar to Mr Kelsey and Dr Bryce?

Remember our formal letter last week where we were writing to command...

It may be possible to still include modal verbs but why is today's lesson different?

Look at the next few slides to help you with your writing.

Modal Verbs

Could	Ought
Must	Shall
Will	Might
Should	Can
Would	May

Year 6 Criteria

Contractions
Fronted adverbials
Relative clauses
Rhetorical Question

Subjunctive
Passive Voice
Semi-colon/colon
Dash for extra information

How to Write a Formal Letter

Step 1 – Write your address in the top right-hand corner of your letter.

7 Jasmine Road
Essex
EX36 9EL

Step 2 – Write the address of the recipient underneath this, on the left.

7 Jasmine Road
Essex
EX36 9EL

Dr Bryce
12 Baytown Surgery
Kent
KT15 8RL

Step 3 – Write the date underneath both addresses, on the right.

7 Jasmine Road
Essex
EX36 9EL

Dr Bryce
Baytown Surgery
Kent
KT15 8RL

26th September 2020

Step 4 – Write the name of the person who the letter is for on the left-hand side, below the date, and add a comma.

7 Jasmine Road
Essex
EX36 9EL

Dr Bryce
Baytown Surgery
Kent
KT15 8RL

26th September 2020

Dear Dr Bryce,

Step 5 – Begin your main body by explaining why you are writing the letter.

7 Jasmine Road
Essex
EX36 9EL

Dr Bryce
Baytown Surgery
Kent
KT15 8RL

26th September 2020

Dear Dr Bryce ,

Introduction: Why are you writing?

I am writing to kindly request your support and advice. My dearest son, Cam has suffered with problems of his heart for many years now and our family is now reaching the point of desperation.

Step 6 – Next, add any information in paragraphs.

MAIN BODY OF PARAGRAPHS

P1: Cam's Personal History

What is Cam able to do? What does he find difficult? How has this affected the family?

P2: Previous Transplants

What happened in the previous attempted transplants? How did this make Cam and his family feel?

P3: Permission to see Cam's Medical Files

How would Dr Bryce see the files? What can Mr Kelsey do to help?

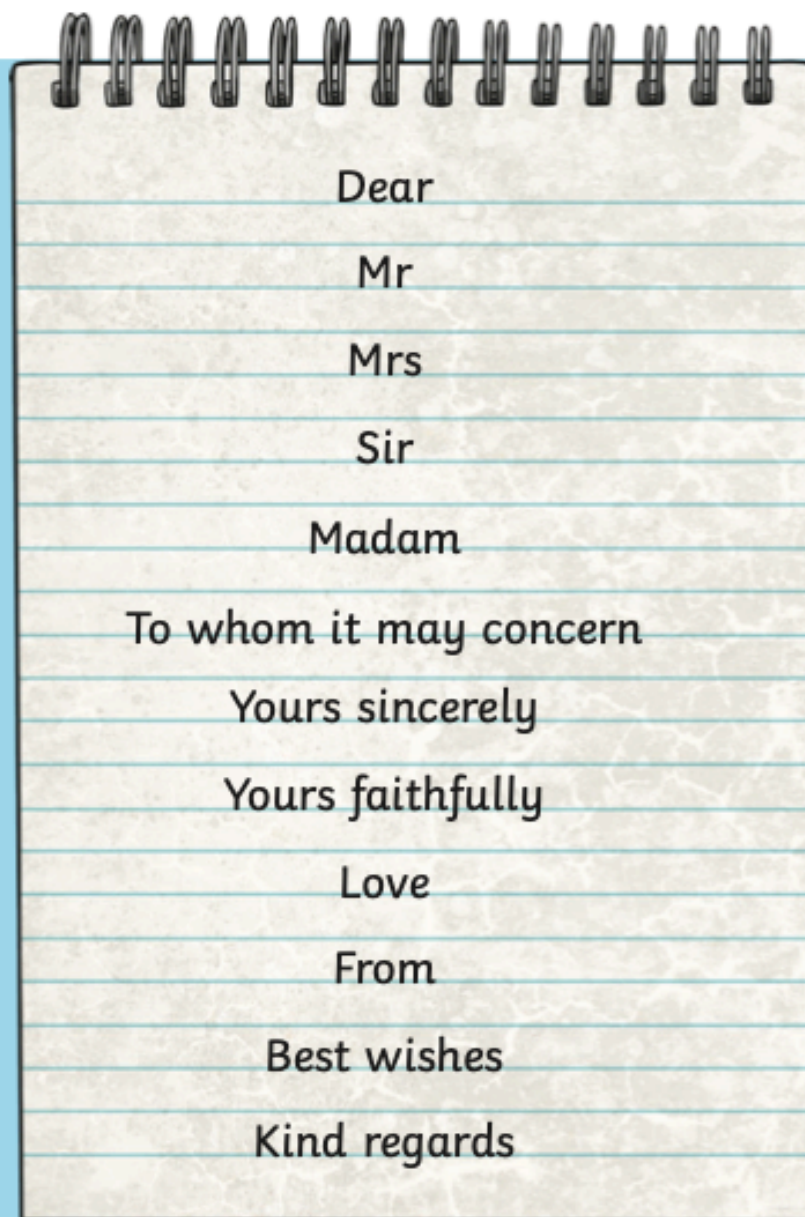
Step 8 – Finish off your letter with your closing farewell.

Conclusion:

What would Mr Kelsey like to see as a result of this letter? How can he make a final emotional appeal to Dr Bryce?

Yours sincerely,

Year 6 Letter Writing Word Mat



Dear

Mr

Mrs

Sir

Madam

To whom it may concern

Yours sincerely

Yours faithfully

Love

From

Best wishes

Kind regards

finally

therefore

however

firstly

during

in conclusion

in addition

for this reason

due to

writing

invite

reply

complain

notify

inform

advise

answer

discuss

explain

persuade

mention

suggest

because

when

if

that

as

since

after

although

though

who

which

whose

whom

I wish to express...

I am writing to
inform you...

It has come to my
attention that . . .

It is with regret that . . .

I am delighted to
inform you that . . .

I hope that . . .

I trust that . . .

I would be
grateful if . . .

I appreciate that...

I look forward to
hearing from you...

I eagerly await...

Features of Formal Letters Checklist

Does your formal letter include...



the sender's address?	
the address of the recipient?	
the greeting 'Dear Sir/Madam' if you don't know the recipient or 'Dear Mr/Mrs/Miss (surname)' if you know the recipient?	
an introduction?	
formal sentence starters such as 'I am writing to inform you' or 'I would like to express'?	
details organised into paragraphs?	
a conclusion saying what needs to happen next?	
'yours faithfully' if you don't know the recipient or 'Yours sincerely' if you do know the recipient when you have finished the letter?	
your name at the end?	

Read your writing to check for any punctuation or spelling mistakes!

Fantastic letter-writing 😊

Email your finished work to:

ksutherland@kingsavenue.Lambeth.sch.uk