Setting and Context

This term our focus is on the Kiwi Summer. In English we have been looking at formal and friendly letter structure and exploring infographics around water safety. You will be identifying an area of concern around water safety in the NZ summer and writing a formal letter to the editor to raise awareness of the issue. Your letter should clearly state your concern, include supporting detail and data and provide potential solutions/recommendations.

Additional information

You should be familiar with formal letter features such as:

Structure:

Address (Recipient and Sender) Opening and closing salutation Tone and language choice Envelope layout

.

Assessment Information

In this assessment activity you are required to write a letter to the editor that explains an issue around water safety in the New Zealand summer and suggests solutions/recommendations.

Check your letter;

- Follows the structure of a formal letter
- is appropriate to the audience
- Provides a clear identification of the issue
- Suggests solutions/makes recommendations

This website may support you with data and statistics to support your writing NATIONAL BEACH & COASTAL SAFETY REPORT

Assessment task

Write a letter to the editor of the following paper with regard to an issue of water safety in the Kiwi Summer.

The Editor Write Right News 103 Jeffs Road Flatbush 2016

Creating your text

Identify the issue you want to raise - be clear about what the actual issue is - make this clear to your reader.

Brainstorm solutions/recommendations to the issue

Draft your paragraphs;

- 1. Identify the issue
- 2. Prove a solution/recommendation
- 3. Make a statement regarding outcomes if this issue is not addressed

Use the structure of a formal letter to convey your ideas.

TITLE: ENGLISH Year 8 Writing LETTER TO THE EDITOR

	Working Towards Curriculum Expectation	At Curriculum Expectation	Above Curriculum Expectation	Beyond Curriculum Expectation
Understanding text conventions (incl Purpose and audience)	You are working towards forming and communicating clear ideas in a text, using some conventions and characteristics (including verbal techniques) which are appropriate for the text's purpose and audience most of the time (Structures and conventions include visual techniques, verbal techniques, tone and register)	You have created a text that is relevant to the task, often including appropriate and deliberately selected structures and conventions which support the text's purpose and ideas (Structures and conventions include visual techniques, verbal techniques, tone and register)	You have created a text that is relevant to the task, consistently including appropriate and deliberately selected structures and conventions which are linked to the text's purpose and ideas (Structures and conventions include visual techniques, verbal techniques, tone and register)	You have created an effective text which conveys ideas and purpose through deliberate use of structures and conventions. (Structures and conventions include visual techniques, verbal techniques, tone and register)
Language Use [Vocabulary and Language Devices]	You are working towards using language and tone/style that shows a growing understanding of the needs of your audience and may include some language techniques	You have used interesting language (including some language techniques) and a writing style which is appropriate to your audience	You have started to control your use of interesting language/ language techniques relevant to your topic, as well as a writing style appropriate to your audience	You have deliberately used a wide range of language features effectively while sustaining a writing style which is appropriate to your audience
Accuracy in Writing	You have made errors in grammar, spelling and/or punctuation which are intrusive and	You have made errors in grammar, spelling and/or punctuation which are intrusive at	You have made minor errors. Meaning is consistently clear.	You have made few to no intrusive errors. Meaning is consistently clear.

affect meaning.	times, but readers can infer meaning.	