

## Year 9- Writing a formal letter



### Learning Intentions:

- I will be able to identify a community need and write a letter to a local member of parliament to advocate for its resolution.
- I will be able to use formal language and structure in their writing.
- I will be able to write in a clear and concise way.
- I will be able to support their arguments with evidence.

Success Criteria:

- The letter will be addressed to the correct person.
- The letter will clearly state your concerns over this unequal pay
- The letter will explain why changing this will make society better off
- The letter will make a specific request to the member of parliament.
- The letter will be written in formal language.
- The letter will have proper grammar and no spelling errors
- The letter will use evidence to support the arguments.

Format:

Your full name  
Your street address  
Your suburb, city  
Your country

Their name  
Their organisation/Position  
Their address

Their suburb, city  
Their country

Full date (Wednesday 15<sup>th</sup> June 2008)

Dear Editor,

I am writing.....

(formal language, full words, no slang, full sentences and paragraphing)

Kind Regards,  
Heidi Smith

OR

Yours Faithfully,  
Heidi Smith

Example:

Your Excellency,

In my capacity as President of the Women's Institute of Toronto, I am writing to you on the subject of the recent arrest of ..... who is, I understand, in detention under the regulations for the Suppression of Rebellion.

In view of the information available to me concerning this case, ..... is deprived of her freedom in violation of the Universal Declaration of Human Rights. May I take the liberty of drawing to your attention the specific violations of the

Declaration apparently involved in her case.

Her arrest under the regulations for the Suppression of Rebellion constitutes a violation of Article 9 of the Declaration. She has been held since her arrest without charge (at least as far as is publicly known) and without trial, which constitutes a violation of Articles 9 and 10 of the Declaration.

The only reason which has been given for the arrest of ..... is her role in the legal and legitimate opposition in the public life of your country, not only as a parliamentarian, but as a political worker conducting actions guaranteed the full protection of your Constitution. It therefore appears that the rights proclaimed in Articles 18 and 19 of the Declaration have also been violated.

Motivated solely by respect for human rights, I appeal to you to intervene personally in this case to secure the immediate release of ..... from detention or to grant her the right to an early, fair and open trial.

Please accept, Your Excellency, the assurance of my highest consideration,

Yours sincerely,

# TEXAS Paragraphs

## The Segments:

**T – Topic Sentence.** This is the particular point that you are going to argue or discuss in the paragraph.

**E – Explanation.** Tell the reader a little bit more about your topic sentence, so that they fully understand the point that you are making.

## The art of PEELING!!!

P	E	E	L
Point	Evidence	Explanation	Link
Make a clear and relevant point.	Back it up!: Support your point with examples or evidence from the text. Use quotes or events from the text.	Explain your point and how the evidence or examples supports your point.	Link this point to the following point in the next paragraph, as well as the essay topic.

### Example

T: The diet of a 14 year old and a professional athlete is different because of the level of physical activity they do.

E: Most fourteen year olds lead very sedentary lifestyles and in this age of technology spend most of their time in front of device. Discuss what changes you could make to your food intake?

X: For example, my diet as a fourteen year old has to have lower levels of carbohydrates when compared with a professional rugby player as they are able to burn off the excess through rigorous training. Discuss if you exceed the recommended daily intake? If yes why? If no why?

A: This is very important to consider especially when a professional athlete will do physical activity that can also reduce the risk of type 2 diabetes while helping to manage cholesterol levels and blood pressure. A person can gain about two hours of additional life expectancy for each hour of regular exercise, according to the American Heart Association. What anomalies were present ( example Leo's Dad had a birthday and took them to a restaurant and he ate way too much

food....this is an anomaly) Did you find any insights in your analysis? ( low water intake? I did not have breakfast regularly etc)

S: As such the diet of an athlete and a student will differ because..... ( age, muscle mass etc).