



# Knowledge Organiser for KS3 English

## Module 10:

## Transactional Writing based on Prose Text: Letter Writing

### Key Skills

- Structure and paragraphing
- Formal tone and language
- Reasoned, well-developed argument
- Knowledge of the plot, characters, and themes of their recent prose study



### Overview:

In this unit students will explore the conventions of writing a letter and use their persuasive skills to write a persuasive letter.



### Key Spellings

- Sincerely
- Faithfully
- Writing
- Purpose
- Letter
- Stationary
- Stationery

### Key Terms

- Paragraph
- Simple sentence
- Compound sentence
- Complex sentence
- Persuasive techniques
- Formal
- Tone
- Audience

Year

8

Term

Summer

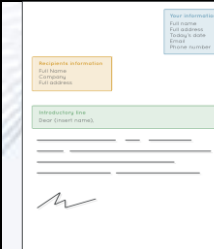
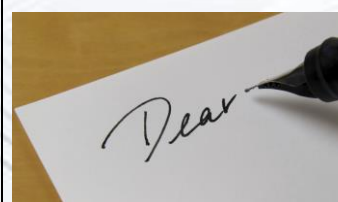
Duration

### Useful Weblinks for Homework

### Key Pictograms

1-2 weeks

<https://www.bbc.co.uk/bitesize/topics/z2yycdm/articles/z6hvgwx>  
BBC Bitesize 'Letter Writing'



### YOUR TASK

Write a formal letter to Mr Richards in an attempt to persuade him that a theatre trip for our class is an important educational experience.

### Music to listen to while you're working:

Open up Spotify or YouTube and look for an instrumental playlist – this will get your focused and, in the mood, to do some persuading!

### Connections

Explicit preparation for the 2015 specifications in English Language Paper 2 Question 5.

Letter writing is also an important life skills that is necessary when applying for jobs etc.

### Homework and On-Going Tasks

- Your weekly homework will be on Teams
- You should be completing independent reading and quizzes on Accelerated Reader
- Write an informal letter of your choice to friends of family.