



Letter to the Principal

Transactional writing

Suitable: Level 3,4 – Guided/Independent

WALT: Write a letter to the Principal using persuasive language to outline an issue or concern and a potential solution.

Definition:

People use letters to communicate thoughts, feelings and information with other people. Some letters are hand written then put in an envelope and posted, and others are typed and sent by email.

Activity

Brainstorm

Think about all the road safety issues that may affect your school (e.g. traffic, cars speeding, pollution, people parking on broken yellow lines) and write them down.

Choose an issue

Now choose one or two of those issues. Think about what actions your school or community could take to solve them. Make a list of your suggestions (ideas).

Take action

Write a letter to your Principal telling him / her what the issue is, why you are concerned and what the students, parents, teachers and community at your school could do to solve the problem.

Tips:

A letter should always have the following features:

- an address
- a date
- a greeting (*Dear Mr / Mrs / Ms / Miss*)
- a beginning, middle and end
- a farewell (e.g. *Kind regards / Yours sincerely*)
- Your name at the bottom (signature).

Extension:

- Write a letter to the Editor of your local newspaper.

