

Approach: One to one

Year: 4 & 8

Focus: Improving a formal letter

Resources: Playground Trust letter, Jenny's letter, cheque

Questions / instructions:

Hand student Playground Trust letter and cheque.

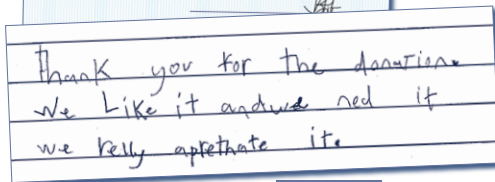
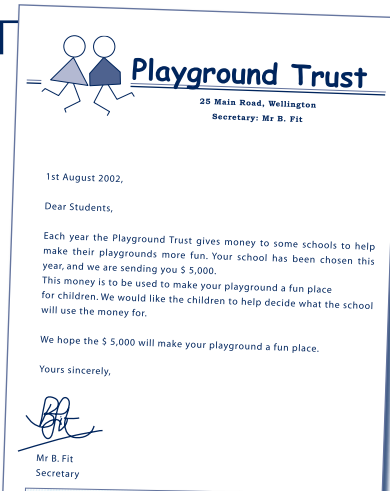
The Playground Trust sent the school this letter along with the cheque for \$5,000. The money will go to making the school playground a fun place for children.

Jenny was asked to write a thank you letter to the Playground Trust. Here is the letter Jenny wrote.

Give Jenny's letter to the student.

Jenny needs to improve this letter.

Think about how Jenny would improve how the letter is set out and how well she has thanked the Playground Trust.



1. Tell me how Jenny could improve the setting out of the letter.

- include address of person being sent letter
- include her own address
- include appropriate salutation (eg. Dear Mr Fit)
- put date on the letter
- include appropriate ending salutation (such as thank you or yours sincerely)
- include Jenny's name and/or signature
- handwriting, legibility, or spacing between words

% responses  
y4 y8

2	14
2	8
20	55
7	34
8	28
19	44
66	52

2. What suggestions could you make about what she says in the letter?

- include the amount of the donation (\$5000)
- confirm that the donation will be used for the playground
- say on whose behalf she is writing
- state that children were/will be involved in the planning
- mention specific ideas for playground or how the planning will be done
- express excitement/enthusiasm and/or anticipation with regard to new playground

% responses  
y4 y8

5	5
9	22
4	8
0	2
7	21
14	26

3. Is there anything about spelling or punctuation that should be changed?

- make clear that "Thank" begins with a capital "T"
- make clear that "We" at start of second line begins with a capital "W"
- do not capitalise "like" in second line
- spell "need" correctly
- full stop after "it" at end of second line
- spell "really" correctly
- spell "appreciate" correctly
- capitalise "we"

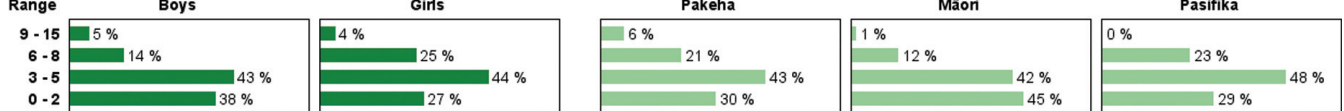
17	13
19	24
15	37
59	87
11	22
44	77
47	81
8	18

<b>Total score:</b>	9-15	5	29
	6-8	19	38
	3-5	43	27
	0-2	33	6

Subgroup Analyses:

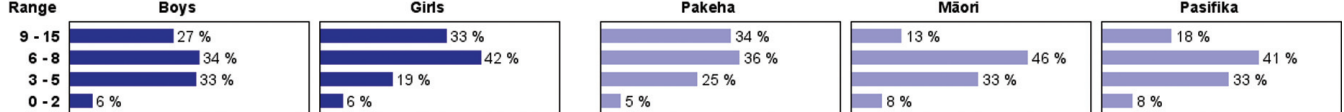
Year 4

Score Range



Year 8

Score Range



Commentary:

Most students at both year levels did not demonstrate good knowledge of the requirements of a formal letter. Many year 4 Māori students scored especially low. At year 8, girls outperformed boys, and Pakeha students outperformed Māori and Pasifika students.