

Bookshop Letter

Approach: Station

Level: Year 4

Resources: Picture of book *Fred and the Wasp*.

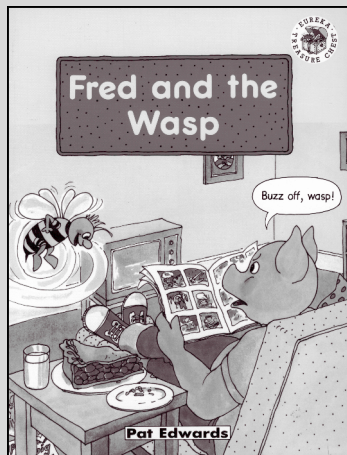
Questions/instructions

Pretend that you want to find out if the bookshop has **Fred and the Wasp**, and how much it costs.

Write a letter to the bookshop to ask them if they have the book, and how much it is. The address of the bookshop is

Bookshop
123 Main Road
Auckland

Set out your letter in the most suitable way.



Date: yes, correct place	5
yes, elsewhere	4
Sender's address: yes, correct place	7
yes, elsewhere	13
Recipient's address: yes, correct place	47
yes, elsewhere	21
Appropriate salutation	50
Appropriateness of language: always	16
mostly	36
sometimes	27
rarely / never	21
Requests key information: yes, clearly	56
vaguely	30
no	14
Appropriate closing salutation	22
Name/signature of sender: full	29
partial	29

% responses

Y4

HIGH RANGE

from: *name*
street address
phone no.
to: Bookshop
123 Main Road
Auckland
Date: 4 November 1998
Dear bookshop
have you got a book called fred and the wasp?
how much does this book cost?
when are you open and when are you closed?
Please fax me back.
thanks.
name

From. *name*
street address
To. Bookshop
123 Main Road Auckland
Dear Book shop
I would like to find out if you have Fred and the wasp and how much it is.
thanks
name

MID RANGE

To the Book shop,
123 Main Road,
Auckland,
15.10.98,
Dear Book shop,
Do you have Fred and the wasp.
If you do how much does it cost
because I want to buy it for my brother
who's birthday is coming up in a day
and he really wants it.

Dear Bookshop
I was wandering if you have Fred and the wasp
in the Bookshop
could you please get back to *name*
my Fax number is *fax number*

Commentary

Most of the year 4 students were unlikely to include adequate information so that a reply could be sent to them.