

# An Informal Letter



# Aim

- I can identify the language and features of an informal letter.

# Success Criteria

- I can identify noun phrases to describe an experience.
- I can discuss their effect on me.
- I can identify the structure of a letter.

# Informal or Formal?

An informal letter is a letter that we send to people we know.

**Types of informal letters can be:**

Thank-you letters



Postcards



Letters to family or friends who live further away



# What Is an Informal Letter?

Write the sender's address in the top right hand corner.

Write today's date.

Write an introduction (the purpose of the letter) and a conclusion (final words).

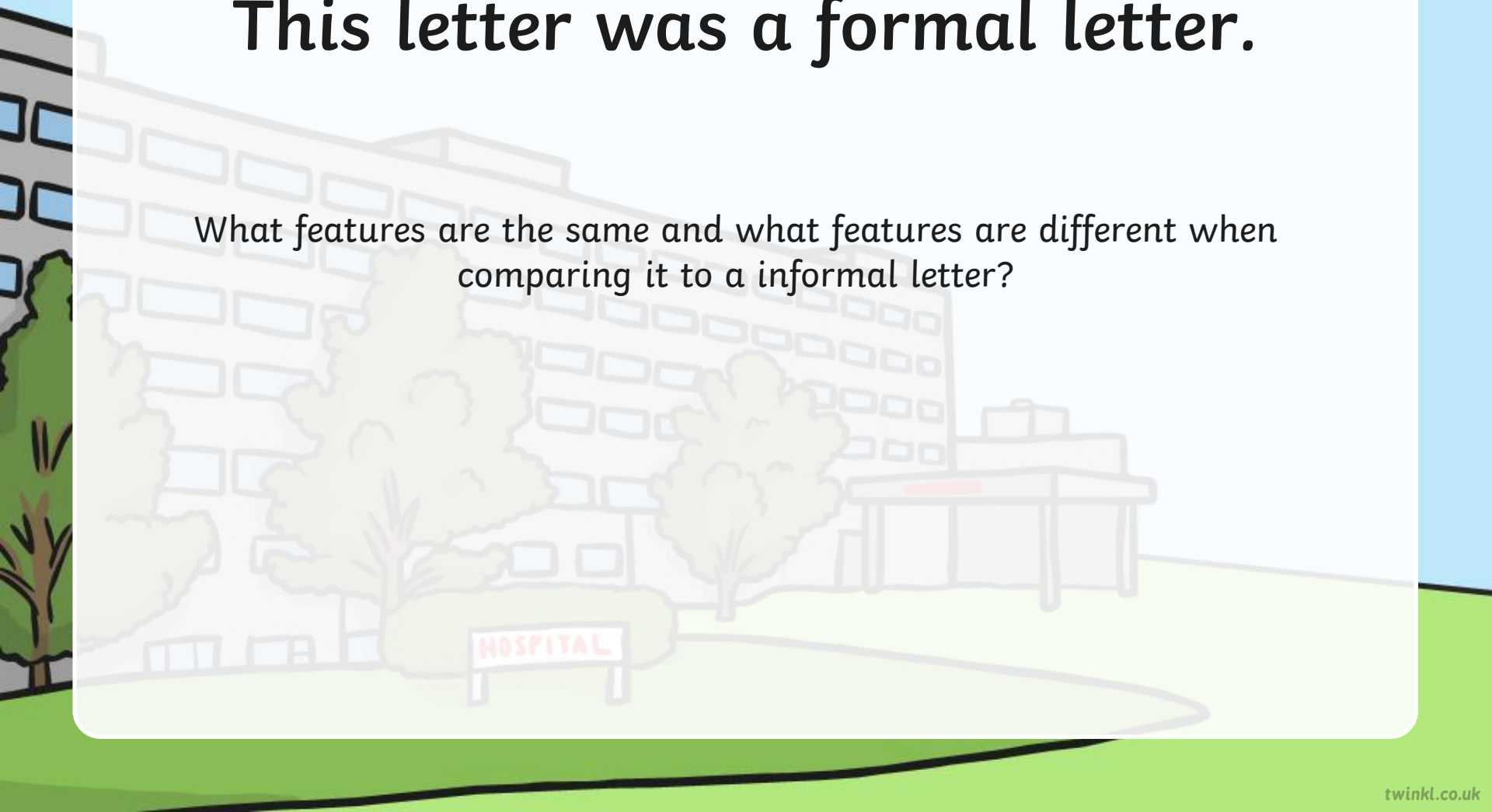
Write a greeting (Dear...)

Write 'Love from' or 'Best wishes' before the sender's name.

Now look at the letter from the hospital we saw in our first lesson in this topic...

## This letter was a formal letter.

What features are the same and what features are different when comparing it to a informal letter?



**Hospital  
Well Road  
Sheffield**

**Mr Jenner  
High Street  
Town  
TT22 4T2**

**18/08/16**

Dear Mr Jenner,

I am writing to inform you that an appointment has been made for the operation on your knee.

The operation is on Tuesday 16<sup>th</sup> May at 10 o'clock. You must arrive at the hospital 2 hours before this time and come straight to the Knee Clinic.

Please make sure you have packed an overnight bag as you will have to stay in hospital for 2 nights.

If you have any questions or if you are unable to attend the appointment, please call the number below.

Yours faithfully,

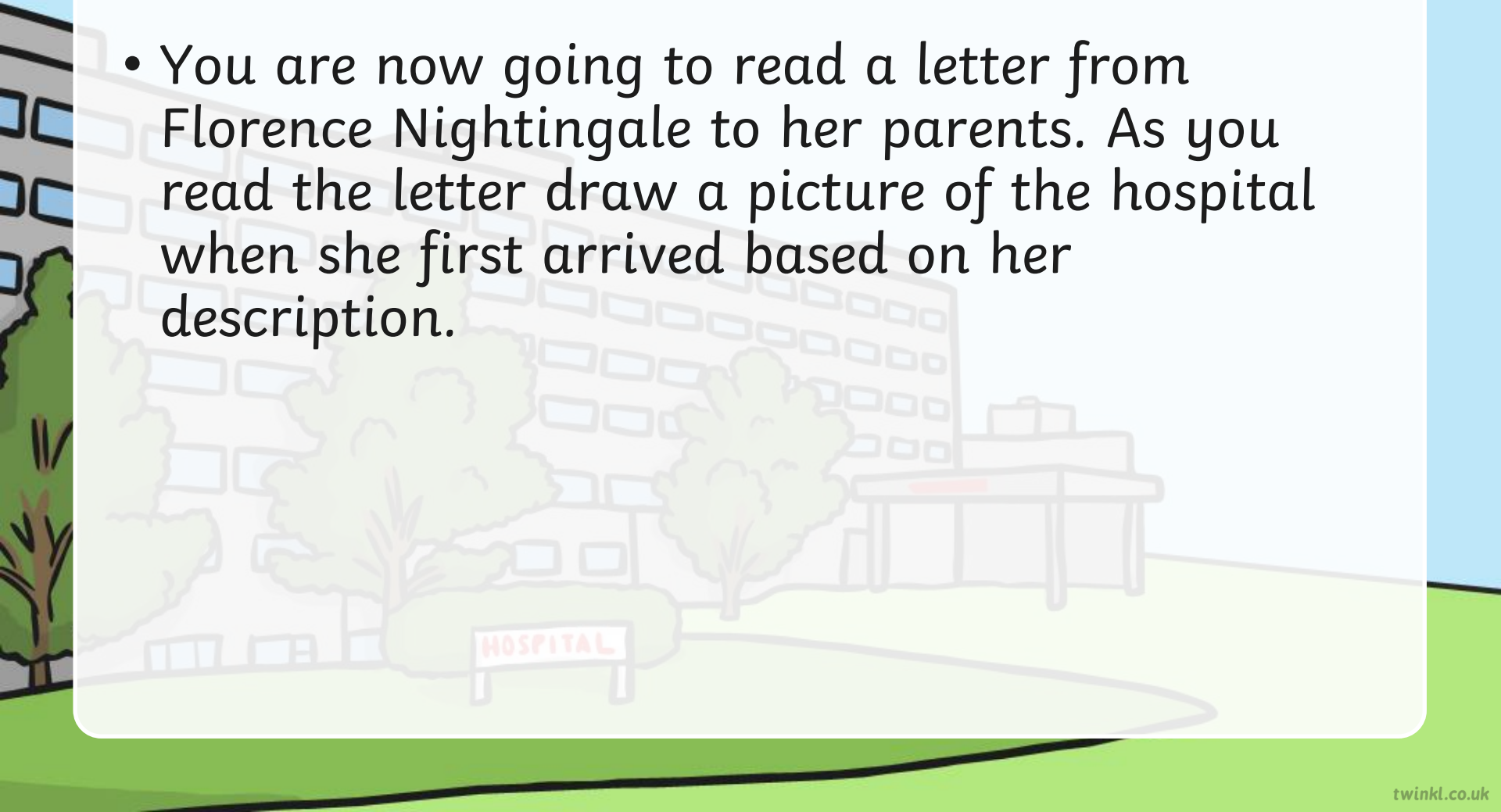
M Hobbs

*Michael Hobbs*

*Telephone number: 0064 389352*

# A letter from Florence Nightingale

- You are now going to read a letter from Florence Nightingale to her parents. As you read the letter draw a picture of the hospital when she first arrived based on her description.



1<sup>st</sup> December 1854

Dear mother and father,

I am writing to let you know of my safe passage to Turkey. I arrived safely on 4<sup>th</sup> November after a choppy and rather cramped voyage on the ship.

On arrival, my nurses and I were brought straight to the Barracks Hospital where the most awful sight awaited us... injured men lay dying on the cold, stone floor with their wounds undressed and open to disease. The cold rooms were crawling with rats and the filth from the men and the rodents lay in piles. The stench was like nothing I have ever smelt – worse than 1000 pigs, I am sure. There was not a patch of ground that wasn't taken up by a poor soldier, rocking in agony or shivering silently.

But the worst thing of all was the sound - the screams of pain and fear echoed around the walls. How it still rings in my ears!

I made sure my girls did not see me upset and immediately I found the doctor in charge. He seemed a little annoyed by our presence, but it quickly became clear that there were poor supplies not only of blankets, beds and medicine, but also of food. This I quickly put right and with my nurses, we cleaned and scrubbed the hospital until it shone like a new penny!

Thankfully, the supplies have started to arrive now and we are able to care for our brave soldiers and, in many cases, nurse them back from their wounds. Sadly, there are many that are still dying from disease.

Oh, now I am more certain than ever that this is my calling – this is what God wanted me to do. The days are long, and many nights are even longer, but I am happier than I have ever been. The men have taken to calling me 'The Lady of the Lamp' and it gives me great joy that I can bring them some comfort in their pain and suffering.

As I write, the light is beginning to fade and so I shall make my farewells and go on my rounds. Please know I am well and look forward to seeing you and my dear Pop once again soon.

With love always,

Florence Nightingale

# Task

- Using the print out of Florence Nightingales letter, label any features of an informal letter that you can find.
- Next underline any interesting description used in the letter.
- If you do not have a print out, write a list of the features that you can see. Then write a list of interesting words/phrases that you can see.