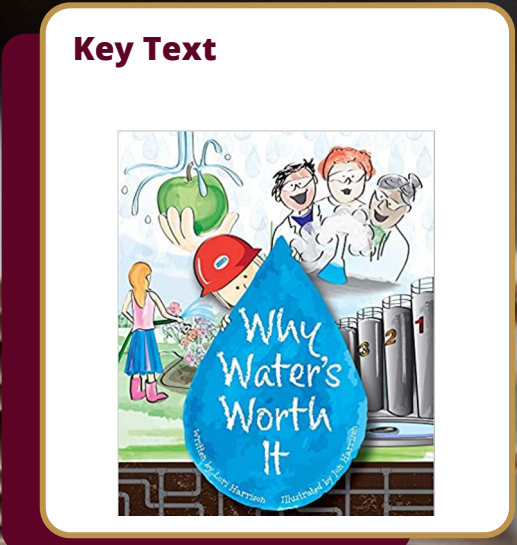


**Outcome**  
Persuasive Letter



**Purpose**  
Encourage the reader towards the same way of seeing things

**Audience**  
Headteacher / SLT

- Reading Skills**
- Use dictionaries (first two letters) to check meanings of words they have read and identify the *appropriate* definition in relation to the context of the text
  - Discuss the purpose of paragraphs in non-fiction texts and identify the key idea of each paragraph
  - Analyse texts looking at language, structure and presentation
  - Prepare for research by identifying what is already known and generate possible questions about the subject
  - Describe how specific information is organised within a non-fiction text
  - Use the title and contents page to appraise whether a book will provide relevant information for research
  - Locate features of information texts in print and on screen
  - Record information from non-fiction texts by making simple notes
  - Make and respond to contributions in group situations

- Grammar**
- Revision of previously taught skills

- Writing Skills**
- Identify purpose and audience for writing
  - Discuss and record ideas for planning
  - Group related material into paragraphs
  - Proofread to check for errors in spelling, grammar, and punctuation in own and others' writing
  - Discuss and propose changes with partners and improve writing in the light of evaluation

- Features**
- **Opening statement**
  - **Information organized in paragraphs**
  - **Closing statement**
  - **Format of a letter**
  - **Written in present tense**
  - **Fully punctuated sentences (A?!)**

**Key Vocabulary**

Non-fiction	Research	Information	Purpose	Audience	Plan	Paragraph
Proofread	Evaluation	Opening	Closing	Letter	Punctuation	