

Writing

Write a short letter or email to Jane telling her about your normal school day.

- What time do you start and finish school?
- How long are the periods and breaks?
- What do you do after school?

You can use this template to help write your letter or email.

_____	(Your school name)
_____	(Your school address)
_____	(Today's date)
Dear _____, (Person you are writing to)	
Introduction: Tell who you are and why you are writing this letter.	
_____ _____	
Paragraph: Include the information that you would like to tell your reader.	
_____ _____ _____ _____	
Ending: Finish by thanking the person for reading your letter.	
_____ _____	
_____	Closing, (examples: Sincerely, Yours truly)
_____	(Your name)