

Name: _____

Grade: _____

English Language

Formal Letter Writing

10 Marks

Instructions: Write ONE of the following letters. The body of the letter should contain approximately 100 words. Please begin your letter on a new page.

- a)** Your teacher held a Virtual Professional Writing Workshop for your class. Write a letter thanking him/her for the quality instruction that was given. Provide at least three ways that you benefited from this workshop.

- b)** Your teacher held a Virtual Literacy and Numeracy Workshop for your class. Write a letter thanking/him or her for the quality instruction that was given. Provide at least three ways that you benefited from this workshop.

