

## Letters



### Letter A

3 Forest Road  
Woodhouse  
Lancashire

Star Player HQ  
1005 Hollywood Lane  
Hollywood  
Los Angeles  
USA

24<sup>th</sup> June 2023

Dear Mrs Sparks,

I am writing to introduce myself. My name is Rowan Bones. I am 12 years old and my passion is playing the drums. Later this summer, I will be joining the Star Player Academy Summer Camp. I would like to take this opportunity to thank you for your invitation and express my interest in the band you are forming at the camp.

I understand that you are seeking musicians who are aged 13 and over but I think that I am talented enough to audition for the role of drummer despite this. Your advert states that you are seeking musicians who are dedicated, creative and reliable. I believe these words describe me perfectly.

Since getting my first drum kit for my sixth birthday, I have practised at least five times a week without fail. I have practised while feeling under the weather, while family is visiting and while my favourite TV show (Music Match) is on. I believe that this shows that I am dedicated.

**Letters**

I enjoy playing along to music and making up my own drum beats. Lots of popular music today has very basic beats that are made on a computer; I prefer to experiment with these songs by adding beats inspired by genres like reggae, punk and metal. I believe that this shows that I am creative.

Finally, I am the proud owner of a brand-new smartwatch. It is synced up with my phone calendar and reminds me of all my appointments with plenty of time to spare. This means that I am never late. I also always carry a spare set of drumsticks in my bag so you know that I will always arrive at band practice well prepared. I believe that this shows that I am reliable.

Taking these points into consideration, I would appreciate it if you would consider lowering the age range for your band so that I would be able to apply.

I eagerly await your reply.

Yours sincerely,

***R Bones***

Rowan Bones

Letters

**Letter B**

3 Forest Road  
Woodhouse  
Lancashire

24<sup>th</sup> June 2023

Hey Tyler,

I did it! I've written out a letter to send to Mrs Sparks, the head of the Star Player Academy. You remember, I told you I'm going to their summer camp in the summer holidays? It's all about music, so it's perfect for me! They're putting together a band as well but there's a problem – you have to be 13 to audition! Can you believe it? How unfair is that?

My Dad said I should write a letter to Mrs Sparks telling her why I'd be SICK at being a drummer in a band. I mean, you know how much I love drumming. Almost as much as you love swimming!

Anyway, how is everything with you? Last time we spoke, you were telling me about your bbq you had planned with your mates. I hope it all went well! I wish we lived closer so that I could've come, it sounded like it was gonna be awesome.

I was hoping that next time we meet up, we could go to the cinema together? Let me know what you think.

Write back soon!

Rowan

## Questions

1

Place the words below into the correct gaps in the sentences.

informal                      formal

The \_\_\_\_\_ letter is intended for Mrs Sparks.

The \_\_\_\_\_ letter is intended for Tyler.

2

What kind of business does Mrs Sparks run?

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3

What is the purpose of Letter A?

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4

What is the purpose of Letter B?

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Letters

5

Complete this table by writing Yes or No to show the difference between the two letters. The first row has been completed for you.

	Letter A	Letter B
First Names	No	Yes
Slang Words		
Contractions		
Exclamations		
Questions		

6

How do you think Mrs Sparks will respond to her letter?

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7

Draw lines to match Rowan's reasons to the qualities they show.

He practises when he is feeling under the weather.

reliable

He experiments with different genres.

creative

He carries drumsticks in his bag.

dedicated

Letters

8

What is the purpose of the brackets in Letter A?

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Taking these points into consideration, I would appreciate it if you would consider lowering the age range for your band so that I would be able to apply.

9

Which of the following words is an antonym for **consideration**?

- disregard
- thought
- politeness

10

Rowan needs to replace one of his drums. He needs to write a letter to the music shop to ask for their advice.

a) What style should he use?  
Circle one.

formal                  informal

b) Explain why you have chosen your answer for 10a.

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## Answers

1

Place the words below into the correct gaps in the sentences.

The **formal** letter is intended for Mrs Sparks.

The **informal** letter is intended for Tyler.

2

What kind of business does Mrs Sparks run?

**Mrs Sparks runs the Star Player Academy Summer Camp, which is a summer camp for musicians.**

3

What is the purpose of Letter A?

**The purpose of Letter A is to persuade Mrs Sparks to lower the age restriction for the band.**

4

What is the purpose of Letter B?

**The purpose of Letter B is to catch up with Tyler and ask him if he wants to go to the cinema.**

Letters

5

Complete this table by writing Yes or No to show the difference between the two letters. The first row has been completed for you.

	Letter A	Letter B
First Names	No	Yes
Slang Words	<b>No</b>	<b>Yes</b>
Contractions	<b>No</b>	<b>Yes</b>
Exclamations	<b>No</b>	<b>Yes</b>
Questions	<b>No</b>	<b>Yes</b>

6

How do you think Mrs Sparks will respond to her letter?

**Child's own answer, such as:**

- **I think Mrs Sparks will be pleased with Rowan's letter and will let him audition.**
- **I think Mrs Sparks will tell Rowan that he is still too young.**

7

Draw lines to match Rowan's reasons to the qualities they show.

He practises when he is feeling under the weather. ~~reliable~~

He experiments with different genres. ~~creative~~

He carries drumsticks in his bag. ~~dedicated~~

Letters

8

What is the purpose of the brackets in Letter A?

**The brackets in Letter A give extra information about Rowan's favourite TV show.**

Taking these points into consideration, I would appreciate it if you would consider lowering the age range for your band so that I would be able to apply.

9

Which of the following words is an antonym for **consideration**?

- disregard
- thought
- politeness

10

Rowan needs to replace one of his drums. He needs to write a letter to the music shop to ask for their advice.

a) What style should he use?  
Circle one.

**formal**      informal

b) Explain why you have chosen your answer for 10a.

**Informal letters should only be for people that you know very well, such as friends or family.**

We hope you find the information on our website and resources useful. As far as possible, the contents of this resource are reflective of current professional research. However, please be aware that every child is different and information can quickly become out of date. The information given here is intended for general guidance purposes only and may not apply to your specific situation.



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