

To see Mr Glazelle explaining this lesson to you, click the link below. You will need the password that has been sent out by ParentMail.

<https://www.loom.com/share/dadd0c0a1f464003966936f0a0e01b59>

Year 3 Summer 2 Week 7 Day 4 Edit

To edit a letter

Task 1 – Today, you are going to be **typing out your letter** you wrote yesterday. Ideally, type up your letter in Microsoft Word if you have access to this program. If you cannot type up your letter, copy it up in your best handwriting.

Here are the steps to success for typing up a letter:

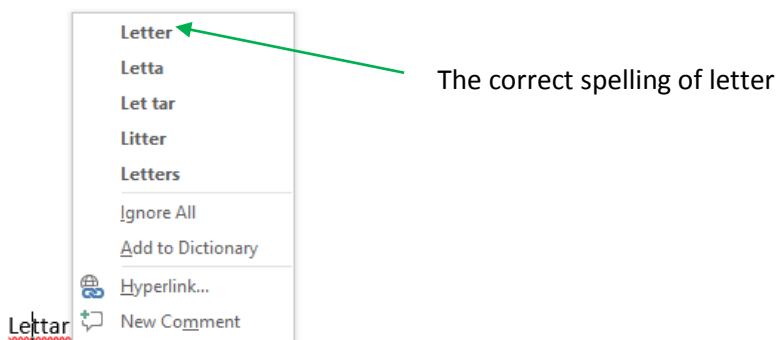
- 1) **Make sure the letter is correctly formatted – look back at the model letter from Monday to check how a letter is set out**
- 2) **Use a font size of at least 12 or above**
- 3) **Use a clear font type – it is best to use Calibri**
- 4) **Use a black font colour – as a letter is a formal piece of writing you would not use a coloured font**
- 5) **Do not use bold, underline or italics**
- 6) **Write in paragraphs – do not use bullet points**



Task 2 – One you have finished your letter, check your letter through as you would normally in your writing. Make sure you have used the correct punctuation (e.g. capital letters, full stops, commas) and check your spellings.

Tip: If a word is underlined in red, this means it is spelt incorrectly. Right click on the word to choose the correct spelling. If you are not sure – check the spelling in a dictionary.

E.g.



Task 3 – Ask your parent or carer to help you email a copy to your class teacher. If you have managed to type your letter, please send it as a word document attachment. If you have handwritten the letter, send a clear photograph of your writing.

Teachers class email:

3s@gsjs.barnet.sch.uk – Mr Glazelle (3S)

3j@gsjs.barnet.sch.uk – Miss Gardner (3J)

3g@gsjs.barnet.sch.uk – Miss Jerrard (3G)



We look forward to receiving your letters and will be asking the new Year 3 teachers to share some with the children when they come to school in September!