

Chinese New Year

Letter writing - Writing frame



Write to your aunt or close family friend to thank her for the money she sent you to celebrate Chinese New Year. Tell her what you did over new year and how you plan to spend the money. Remember, even if it is an informal letter because you know your aunt or close family friend well, it should be carefully laid out. The letter should:

- have your address in the top right-hand corner
- have the date underneath your address
- start your letter with dear, then the name of your aunt or family friend
- end your letter with 'from' or if you know them really well 'love from'

Start off by saying why you are writing, then follow this with details of your Chinese New Year. It's a good idea to list the points you want to make before you start writing.

Finish by saying what you would like to happen next, for example, 'I hope to see you soon'.

This letter frame suggest ideas for what each main paragraph could contain:

First paragraph: Ask how your aunt or close family friend is and thank her for sending money to you.

Second paragraph: Tell her what you are going to spend the money on and when you are going to buy it.

Third paragraph: Tell her what you did for new year. Who came for supper? What you had to eat and what special clothes you wore.

Fourth paragraph: Thank her once again for your present. Wish her a happy new year and finish by saying what you would like to happen next.