

Literacy Spring 2: Writing an Advice Letter

How can we look after ourselves and our pets?

Main vocabulary.

Word	Definition
advice	Suggestions to help someone
Informal language	How you would speak or write to a friend
letter	A piece of writing that you send to someone
paragraphs	Groups of sentences that give information on one topic
greeting	Saying hello. How you start a letter
conclusion	Summary of main ideas to finish.
sign-off	How you finish a letter. Saying goodbye.
layout	What a piece of writing looks like.

SPAG: Contractions (Shortened words)

When you put two words together, one or more letters will be removed to make them shorter. The apostrophe goes where the missing letters would be.

I am → I'm
Do not → don't

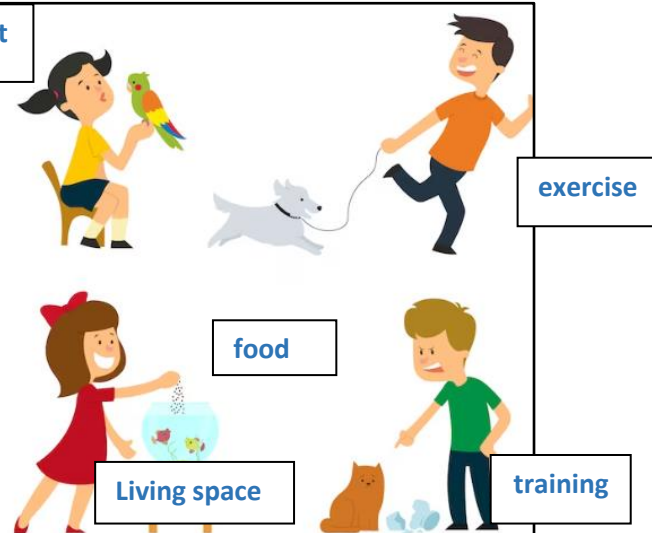
entertainment

exercise

food

Living space

training



Key features of an
informal letter of
advice

Key verbs for
advice:

Must / mustn't

Should / shouldn't

I
25 Derry Hill School Road
Derry Hill
Calne
Wiltshire
SN11 9NP
Wednesday 21st February 2024

Address

Date

Greeting and name of who I am writing to
Dear Sophie

Contractions
Hello, I hope you are well. Thank you for your letter about your new pet guinea pig. That's very exciting news! Have you chosen a name for him yet? I'll try and give you some advice about looking after him as I've had guinea pigs for a few months now and have some good ideas.

Introduction.
Question and why I am writing.

Paragraph and main ideas
First, you must have a safe hutch for him to live in and plenty of hay inside for him to sleep in. The hutch should be big enough so that he can stand up on his back legs. You should clean the hutch every week and you should also brush his coat. He should have some wooden toys or cardboard tunnels to play with and enough space to run around. You mustn't let cats or dogs near him, as these can scare him. Guinea pigs like to be with other guinea pigs so if you can get two pets that would be best!

Advice verbs

When you try to pick your guinea pig up, he might run away as they can be nervous, but he will like being stroked. I can come over and help you with him, if you like? Please let me know when you have him as I would love to meet him.

Conclusion with what I think should happen next.

Sign-off with my name
From,
Peter