**Year 7**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Writing a Letter of Complaint checklist**

Staple that checklist to your writing and tick the elements you have used in your writing – First draft

|  |  |
| --- | --- |
| **Features** | **S** |
| Greeting and introduce yourself |  |
| Did you show a clear purpose ? |  |
| Formal language and expressions |  |
| Did you state the details of the incident of complaint? |  |
| A passive voice sentence |  |
| Transition linking words |  |
| Request for action |  |
| Formal ending of the letter |  |
|  |  |

Homework- Writing

Write a 5 paragraph letter of complaint to the school administration concerning the school uniform which was changed suddenly within the school year.