

Do you know what this word means? Would you be able to explain its meaning to someone and give an example of its use?





What are the differences between a formal letter and an informal letter?





What are the differences between a formal letter and an informal letter?

How well do you think the people know each other?

14 Plowden Road Torquay Devon TQ6 1RS

Tel 0742 06538

22 December 2007

The Secretary
Hall School of Design
39 Beaumont Street
London
W4 4LJ

Dear Sir or Madam

I should be grateful if you would send me information about the regulations for admission to the Hall School of Design. Could you also tell me whether the school arranges accomposation for students?

Yours Faithfully

Allant

Allan Parker

Tone?

Formality?

Sector 17 Vashi New Bombay

6th July, 2013

Dear Maya

Thank you very much for your last letter. It was great to hear from you after so many months. You seem to be having a gice time in France.

Thanks also for the photographs. I absolutely loved that snap of yours standing in front of the Eiffel Tower. France looks stunning. Someday, I would definitely like to go there.

There's not much happening here. I am busy with my work and kids.

By the way, are you coming home anytime soon? If you are, let me know the dates and we can arrange to meet up.

Hope to see you soon!

Tone? Formality?

Aditi

### **Informal**

Short sentences.

Lack formal grammar and vocabulary.

Contractions e.g. I'd...

Idioms e.g. On point (good).

Active voice e.g. I have signed the documents.

Phrasal verbs e.g. Look into.

Abbreviations e.g. ASAP.

Exclamation marks.

Imperatives (start with a verb) e.g. Complete the form.

Senders address

the date

appropriate greeting

an introduction

chatty, informal expression and style

a conclusion

modern close

the senders name or signature

|  | Informal   |
|--|--|
| Greeting/opening                         | Dear + name<br>Hello/Hi  |
|  | I haven't spoken to you in ages<br>Thanks for the letter/email               |
| Starting the letter & reason for writing | How have you been? Let me tell you about I'm writing this letter/email about |
| Providing information                    | Great news! Unfortunately you didn't get the job I've attached my form.      |
| Closing sentence                         | Hope to hear from you soon. Write back to me when you can.                   |
| Informal ending                          | All the best.  |

### **Informal**

Writer's address

Date

Recipient's name & address

Dear...,

Paragraph 1

Paragraph 2

Paragraph 3

Final thought/summary & thank them for reading your letter

Best wishes/speak to you soon

52 London Road, London, S8 7HF

Thursday 2<sup>nd</sup> February 2018

Informal

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Red restaurant 78 Jeans Road, London, EH2 7EG

To Bella.

How are you? I haven't spoken to you in ages! I have been so busy lately with school and exams. I also went on holiday to Spain with my family, it was amazing! I wish you were there!!

I've been thinking... Its nearly the summer holiday, so we could meet up and go to the beach, and you could stay at my house for a couple of days too. What do you think?

I'll have to look at the prices for train tickets but I'm sure it wont be too expensive. I'll also be starting a job during the summer holiday, I cant wait!

Anyway, I hope to speak to you soon. Make sure you reply to me ASAP!

Speak to you soon,

https://www.youtube.com/watch?v=uO5\_yBPSWr4



play from 7:2

Snowdonia Ice Hotel

25 Ice Blast Street

Antarctica

A34 8TA

Stanbury Court

17 Union Street

Cabbage Wade

CW45 5JH

Tuesday 8th February 2022

Dear Suzie,

Thank you so much for writing last week. It was such a surprise to hear from you but it was such a delight to read all your exciting news. That has made me even more excited to finally be catching up with you next month! I'm sorry that I haven't responded to you sooner but there has been so many things going on here, it's been hard to keep up.

As you may remember from my last letter, I was organising the trip of a lifetimel I didn't think that I would be able to go due to the problems I was experiencing with visas, flight times and so on (it was an absolute, complete and utter nightmarel) but finally, off I went! You wouldn't believe the places that I have been and the things that I have seen; those memories will live with me forever.

I began my travels in Antarctica. I know you wouldn't think a girl who loved the sun would be travelling to the coldest place on the planet but you know, why not? The flight was long and all I could hear was the loudest snorer possible, I nearly wanted to nudge him and tell him to shush but I thought to stay calm and don't cause any dramal You know what I'm likel Additionally, the food tasted disgusting, utter slop! I'd rather starve myself than eat that rubbish. After a long 23-hour flight, we finally landed with a crash and a bang. It felt like we were sliding along ice and going to end in a ditch or something. The worst flight of my life! However, I knew the adventure that was waiting for me and it made it all so worthwhile.

Once I arrived, I meet this amazing couple! This was their fourteenth expedition. They knew every path in the snow by heart and they were so helpful and welcoming! It was so nice to have someone with experience guiding you in the right direction. I'm so thankful that they have shared their knowledge and expertise with me otherwise I think my toes may have fallen off from frostbite, I'd have been lost in the snow and never made it home or just starved to death as I hadn't got a clue how to find food or hunt. Would you believe everything is different here? The lifestyle and the community spirit is so special and heart-warming that it is just a dream place to go. The community has given me so much joy and happiness and out here I'm really appreciating what a simple life can give. Tomorrow, we continue our journey further north where we will hopefully see the northern lights and a wider range of species but we shall see! I wish it is everything I hoped for.

Anyway, I have rambled on enough. When I return let's plan the trip of a lifetime! Just you and me spreading our wings and making the most out of the world we live in. Exploring and travelling is one of the best things I have ever done and I want to do it with my best friend next time! Please write back and let me know because there needs to be a reason to return!

Love,

Sally

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Short sentences.

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modern close
the senders name or signature

Use the letter and write down examples of where you can see the list on the right. EG

short sentences – thank you so much for writing last week. Once I arrived I met this amazing couple.



### **Equivalent fractions (1)**



Shade the bar models to represent the equivalent fractions.



a)

| 1 | 1 |
|---|---|
| 2 | 2 |

$$\frac{1}{2} = \frac{3}{6}$$

| b) | 1/2 | 1/2 |
|----|-----|-----|
|    |     |     |

$$\frac{1}{2} = \frac{5}{10}$$



c)

| 1 | 1 | 1 | 1 | 1 |
|---|---|---|---|---|
| 5 | 5 | 5 | 5 | 5 |

$$\frac{4}{5} = \frac{8}{10}$$

$$\frac{6}{8} = \frac{3}{4}$$



Use the fraction wall to complete the equivalent fractions.

| 1/2 |               |     |          | 1/2 |               |     |          |
|-----|---------------|-----|----------|-----|---------------|-----|----------|
|     | <u>1</u>      |     | <u>1</u> | - 2 | <u>1</u>      | - 2 | <u>1</u> |
| 1/8 | <u>1</u><br>8 | 1/8 | 1/8      | 1/8 | <u>1</u><br>8 | 1/8 | 1/8      |

a) 
$$\frac{1}{2} = \frac{4}{4}$$

c) 
$$\frac{2}{4} = \frac{4}{1}$$

**e)** 
$$\frac{1}{8} = \frac{3}{4}$$

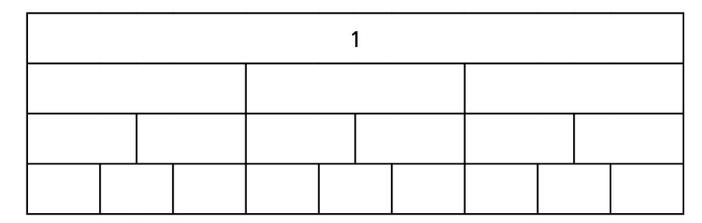
b) 
$$\frac{1}{2} = \frac{ }{8}$$
 d)  $\frac{2}{8} = \frac{ }{4}$  f)  $\frac{2}{2} = \frac{ }{4}$ 

d) 
$$\frac{2}{8} = \frac{4}{4}$$

f) 
$$\frac{2}{2} = \frac{4}{4} = \frac{8}{8}$$



a) Label the fractions on the fraction wall.



b) Use the fraction wall to complete the equivalent fractions.

$$\frac{1}{3} = \frac{\boxed{}}{6} = \frac{3}{\boxed{}}$$

$$\frac{3}{\boxed{}} = \frac{6}{\boxed{}} = \frac{9}{\boxed{}} = 1$$

$$\frac{\boxed{\phantom{0}}}{3} = \frac{4}{\boxed{\phantom{0}}} = \frac{6}{9}$$





Here is a fraction wall.

| 1/2           |          |               |     |          |                             | 1 2 | 2             |          |               |
|---------------|----------|---------------|-----|----------|-----------------------------|-----|---------------|----------|---------------|
| <u>_1</u>     | <u> </u> |               |     | 1        | 1/3                         |     |               |          | <u>1</u><br>3 |
| 1/4           |          |               | 1/4 |          | $\frac{1}{4}$ $\frac{1}{4}$ |     |               |          | 1/4           |
| <u>1</u><br>5 |          | <u>1</u><br>5 |     | -        | 1 <u>1</u> 5                |     | <u>1</u><br>5 |          | <u>1</u><br>5 |
| <u>1</u>      | -        | <u>1</u>      |     | <u>1</u> | <u>1</u> 6                  |     | <u>1</u>      | <u> </u> | <u>1</u>      |

Is each statement true or false? Tick your answers.

a)  $\frac{1}{2}$  is equivalent to  $\frac{3}{6}$ 

True False





**b)** 
$$\frac{2}{3}$$
 is equivalent to  $\frac{3}{4}$ 

False

True

c) 
$$\frac{2}{4}$$
 is equivalent to  $\frac{3}{6}$ 

d) 
$$\frac{2}{3}$$
 is equivalent to  $\frac{4}{5}$ 

e) 
$$\frac{2}{3}$$
 is equivalent to  $\frac{4}{6}$ 

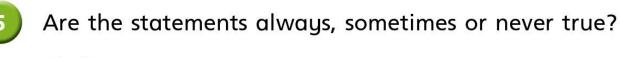
f) 
$$\frac{3}{5}$$
 is equivalent to  $\frac{4}{6}$ 

Write your own equivalent fractions statements.

Ask a partner to say if they are true or false.







Circle your answer.

Draw a diagram to support your answer.

a) The greater the numerator, the greater the fraction.











b) Fractions equivalent to one half have even numerators.

always sometimes never



| c) | If a fraction | is equivalent | to | one | half, | the | denominator | will | be |
|----|---------------|---------------|----|-----|-------|-----|-------------|------|----|
|    | double the r  | numerator.    |    |     |       |     |             |      |    |

always sometimes never

Shade the bar models to represent the equivalent fraction



Use the fraction wall to complete the equivalent fractions.

| 0 | n | S |  |
|---|---|---|--|
|   |   |   |  |
|   |   |   |  |

|   | 1/2 |   |   | 1/2 |   | 1_3   |
|---|-----|---|---|-----|---|-------|
| 1 | 1   | 1 | 1 | 1   | 1 | 2 - 6 |
| 6 | 6   | 6 | 6 | 6   | 6 |       |

b) 
$$\frac{1}{2}$$
  $\frac{1}{2}$ 

| 1/2 |               |               |               | 1/2 |               |               |     |  |
|-----|---------------|---------------|---------------|-----|---------------|---------------|-----|--|
| 1   | 1             | 1/4           | <u>1</u><br>4 | - 4 | <u>1</u><br>4 | 1/4           | 1/4 |  |
| 1/8 | <u>1</u><br>8 | <u>1</u><br>8 | 1/8           | 1/8 | <u>1</u><br>8 | <u>1</u><br>8 | 1/8 |  |

$$\alpha) \ \frac{1}{2} = \frac{\boxed{\phantom{0}}}{4}$$

c) 
$$\frac{2}{4} = \frac{4}{1}$$

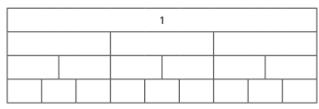
e) 
$$\frac{1}{8} = \frac{3}{4}$$

b) 
$$\frac{1}{2} = \frac{1}{8}$$

d) 
$$\frac{2}{8} = \frac{4}{4}$$

f) 
$$\frac{2}{2} = \frac{}{4} = \frac{}{8}$$

a) Label the fractions on the fraction wall.



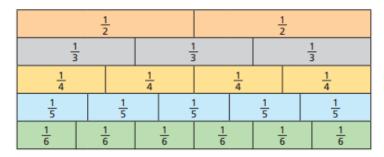
b) Use the fraction wall to complete the equivalent fractions.

$$\frac{1}{3} = \frac{\boxed{}}{6} = \frac{3}{\boxed{}}$$

$$\frac{\boxed{\phantom{0}}}{3} = \frac{4}{\boxed{\phantom{0}}} = \frac{6}{9}$$

$$\frac{3}{3} = \frac{6}{3} = \frac{9}{3} = 1$$

Here is a fraction wall.



Is each statement true or false?

- a)  $\frac{1}{2}$  is equivalent to  $\frac{3}{6}$
- d)  $\frac{2}{3}$  is equivalent to  $\frac{4}{5}$
- b)  $\frac{2}{3}$  is equivalent to  $\frac{3}{4}$  e)  $\frac{2}{3}$  is equivalent to  $\frac{4}{6}$
- c)  $\frac{2}{4}$  is equivalent to  $\frac{3}{6}$
- f)  $\frac{3}{5}$  is equivalent to  $\frac{4}{6}$

Write your own equivalent fractions statements.

Ask a partner to say if they are true or false.

- Are the statements always, sometimes or never true? Draw a diagram to support your answer.
  - a) The greater the numerator, the greater the fraction.
  - b) Fractions equivalent to one half have even numerators.
  - c) If a fraction is equivalent to one half, the denominator will be double the numerator.