Inform about a forthcoming school visit from a poet

Your headteacher wants to invite a contemporary poet to visit your school during ‘Identity Week’ – a week-long celebration of Year 7 students’ individual talents and achievements. You have been asked to choose the poet and write a formal letter to parents informing them about this visit and its value. Your headteacher wants the letter to:

- explain why poetry is an important part of the school curriculum
- describe the poet who is visiting your school and inform parents about their poetry
- explain to parents how poetry can convey important ideas about our identity.

Your letter should convey the impact of this visit on students’ understanding and enjoyment of poetry. You could also include a short extract from the poet’s work and explain why it would strike a chord with Year 7 students.

In your letter you should:

- establish a clear viewpoint, using Standard English and an appropriately formal tone
- convey information clearly, supporting ideas with relevant details
- use a range of vocabulary, sentence structures and punctuation precisely.

Before you write…

Planning – Using the knowledge and skills you have learned throughout this unit, choose the poet you want to invite to visit your school. Plan the structure of your letter, considering the information you need to include and the points you want to make.

As you write…

Reviewing and editing – Check that you are following your plan, keeping your aims in mind, reading and re-reading what you have written to make sure it communicates the relevant information.

When you have finished writing…

Proofread – Check that your writing is accurate in terms of spelling, punctuation and grammar.