

# Selective Test Writing Guide

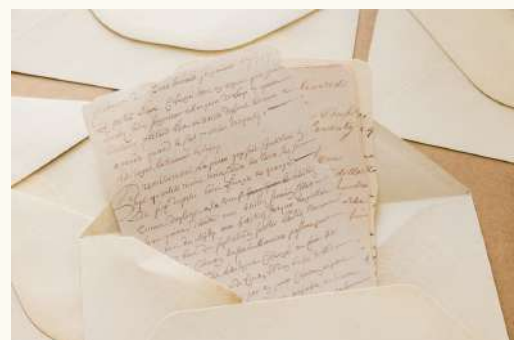
## How to Write a Letter

### I. Introduction to Letter Writing

Letter writing is a timeless art that allows for deep, thoughtful communication. A well-crafted letter can inform, persuade, inspire, or forge meaningful connections. As a Year 6 student preparing for selective tests, mastering the art of letter writing will enhance your ability to express complex ideas, convey emotions effectively, and engage readers on a profound level.

#### **Types of Letters:**

- Personal correspondence: Sharing life updates with friends and family
- Formal requests: Applying for opportunities or seeking information
- Letters to the editor: Expressing opinions on public issues
- Thank you letters: Showing deep appreciation
- Persuasive letters: Arguing for a cause or change
- Descriptive letters: Painting vivid pictures of experiences or places



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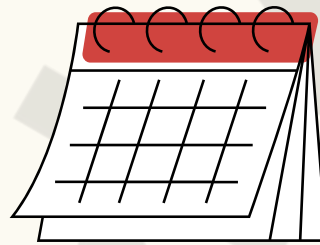
## How to Write a Letter

### 2. Structure of a Letter

While letters can vary in style and tone, they typically include the following elements:

#### a) Date:

The date of writing.



#### b) Salutation:

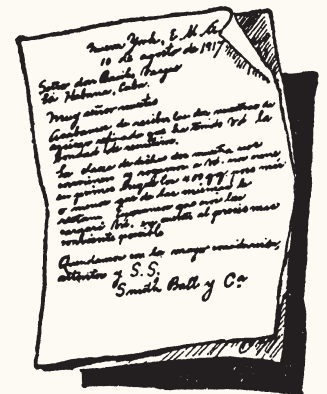
A greeting to open the letter.

Examples:

1. Dear Esteemed Professor Hawking,
2. To the Visionary Minds at NASA,
3. My dearest friend and confidant,
4. Honourable Mayor of our fair city,
5. Greetings, Future Self,

#### c) Introduction:

Sets the tone and purpose of the letter.



#### d) Body:

The main content of the letter, which may include:

- Detailed explanations or descriptions
- Personal anecdotes or reflections
- Arguments or persuasive elements
- Questions or requests

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## How to Write a Letter

### 2. Structure of a Letter

#### **e) Conclusion:**

Summarises main points and looks to the future.

#### **f) Closing:**

A sign-off phrase.

Examples:

1. With the utmost respect and admiration,
2. Until the stars align again,
3. Your faithful friend and devoted pen pal,
4. In solidarity and hope for a brighter tomorrow,
5. With a heart full of gratitude,

#### **g) Signature:**

Your name and any additional information.



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## How to Write a Letter

### 3. Step-by-Step Guide to Writing a Juicy, Substantial Letter

#### Step 1: Set the stage



- Choose a compelling reason for writing
- Consider your audience and tailor your tone accordingly

#### Step 2: Craft an engaging opening

- Start with a thought-provoking question or statement
- Establish a personal connection or shared interest

#### Step 3: Develop your main ideas

- Use vivid anecdotes to illustrate your points
- Provide specific examples and detailed explanations

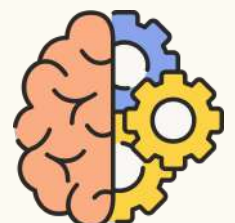


#### Step 4: Appeal to emotions and intellect

- Incorporate sensory details to bring your writing to life
- Use analogies or metaphors to explain complex concepts

#### Step 5: Create a logical flow

- Organise your thoughts coherently
- Use transitional phrases to connect ideas



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## How to Write a Letter

### 3. Step-by-Step Guide to Writing a Juicy, Substantial Letter

#### **Step 6: Incorporate different perspectives**

- Acknowledge counterarguments if presenting a viewpoint
- Show depth of thought by considering multiple angles

#### **Step 7: Add personal reflections**

- Share how experiences have shaped your thinking
- Express genuine emotions and vulnerabilities



#### **Step 8: Use rich, varied language**

- Choose precise, evocative words
- Vary sentence structure for rhythmic impact

#### **Step 9: Conclude meaningfully**

- Synthesise your main points
- Leave the reader with something to ponder

#### **Step 10: Proofread and refine**

- Check for clarity, coherence, and impact
- Ensure every sentence adds value to your letter



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## How to Write a Letter

### 4. Vocabulary for Rich Letter Writing

#### 1. Salutations:

- Dearest
- Esteemed
- Cherished

#### 2. Descriptive adjectives:

- Resplendent
- Mellifluous
- Ineffable

#### 3. Emotions:

- Elated
- Wistful
- Jubilant

#### 4. Time-related:

- Fortnight
- Anon
- Erstwhile

#### 5. Transition phrases:

- Moreover
- Furthermore
- Nevertheless

#### 6. Closing phrases:

- Warmest regards
- Affectionately yours
- With utmost sincerity

#### 7. Action verbs:

- Contemplate
- Ponder
- Reminisce

#### 8. Adverbs:

- Ardently
- Wholeheartedly
- Fervently

#### 9. Expressions of gratitude:

- Indebted
- Beholden
- Appreciative

#### 10. Formal phrases:

- I hope this letter finds you well
- I eagerly await your response
- Please convey my regards to...



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## How to Write a Letter

### 5. Example Sentences

1. "As I sit down to write this, the sun's setting, and I can't help but think of those summer evenings we spent talking on your porch."
2. "Your last letter was exactly what I needed after a string of tough days at work."
3. "The countryside here is beautiful, but it would be so much better if you were here to explore it with me."
4. "You know, when I think about the important people in my life, you're always right there at the top of the list."
5. "It's funny how time flies, but when I read your letters, it's like everything slows down for a bit."

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## How to Write a Letter

### 5. Example Sentences

6. "Sometimes I feel like you understand me better than anyone else, even from miles away."

7. "The leaves are starting to change colour here, and it reminds me of that fall trip we took years ago."

8. "I always feel a bit lighter after reading your words – it's like a breath of fresh air in my day."

9. "I'm so grateful that out of all the billions of people in the world, somehow we ended up as friends."

10. "Until we can catch up in person, I hope this letter helps bridge the gap a little."



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## How to Write a Letter

### 6. Full Exemplar Letter

Dear Professor Hawking,

I hope this letter finds you well. As I sit down to write, I can see the leaves changing colour outside my window. It's got me thinking about how everything changes, including how I see the world since I first read your work.

I'm writing to you not just as a student, but as someone whose mind you've completely blown. Your book, "A Brief History of Time," has changed the way I think about, well, everything. It's like you've opened a door in my brain that I didn't even know was there.

The way you explain black holes and the Big Bang is incredible. It's like you're taking these huge, complicated ideas and turning them into stories that actually make sense. Every page I read felt like I was discovering something new about the universe.

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## How to Write a Letter

### 6. Full Exemplar Letter (Cont'd.)

But it's not just the science that's impressed me. Your personal story, how you've faced such huge challenges, really hit home. Seeing how you've pushed forward with your work despite everything – it's honestly inspiring. It's made me think differently about my own problems.

Your work has left me with so many questions. I keep wondering about time – is it really its own dimension, or just something we made up to make sense of things? And the idea of multiple universes – it's mind-bending to think there could be other versions of me out there, maybe writing slightly different letters to you.

Your ideas about where the universe came from and where it's going have really changed how I see our place in all of this. When you said we're "stardust contemplating the stars," it really stuck with me. It's a weird mix of feeling tiny but also really important.

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### 6. Full Exemplar Letter (Cont'd.)

As I try to wrap my head around all of this, I keep thinking of that quote about standing on the shoulders of giants. You're definitely one of those giants for me and so many others. You've given us a boost to see further into the unknown.

Your work hasn't just taught me about the universe – it's shown me what I want to do with my life. I've decided to study astrophysics, and a lot of that is because of you. The questions you've asked are the ones I want to help answer.

I just want to say thank you. Thank you for sharing your ideas with the world, for pushing science forward, and for inspiring people like me. As I start my own journey in science, I'll be carrying the curiosity and wonder you've sparked in me.

I hope your mind keeps exploring and discovering, no matter what.

With deep respect and gratitude,  
[Your Name]

P.S. If you could get the answer to any one question about the universe, what would you ask? I'd love to know what someone like you still wonders about.

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## How to Write a Letter

### 7. Tasks, Exercises, and Activities

#### 1. Metaphor Marathon:

Write a letter describing a personal challenge, using extended metaphors from a chosen field (e.g., describing school struggles using only space exploration terms).



#### 2. Time Capsule Letter:

Compose a letter to your future self, to be opened in 20 years, filled with current events, personal reflections, and predictions for the future.



#### 3. Historical Figure Dialogue:

Write a letter exchange between two historical figures from different eras, discussing a modern problem.



#### 4. Sensory Storytelling:

Craft a letter recounting a memorable experience, focusing on engaging all five senses in your description.

#### 5. Persuasive Passion:

Write a letter to a local official arguing for a cause you're passionate about, using a mix of logical arguments and emotional appeals.

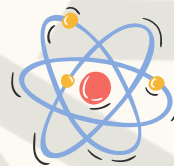
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### 7. Tasks, Exercises, and Activities

#### 6. Philosophical Ponderings:

Compose a letter to a famous philosopher, alive or dead, exploring a deep question about life, ethics, or existence.



#### 7. Scientific Speculation:

Write a letter to a renowned scientist, proposing a hypothetical solution to a current global challenge, based on scientific principles.

#### 8. Cultural Bridge-Building:

Craft a letter to someone from a vastly different cultural background, explaining a unique aspect of your own culture in rich, nuanced detail.



#### 9. Emotional Exploration:

Write a letter expressing a complex emotion (e.g., bittersweet nostalgia, conflicted admiration) without directly naming the feeling.

#### 10. Interdisciplinary Insights:

Compose a letter connecting ideas from two seemingly unrelated fields (e.g., how principles of ecology apply to economics), explaining the parallels in depth.