

## **SESSION 3**

During session 2, you planned a diary entry. Today you will write to 'The people of *Skara Brae*'

You are going to do the first part of a letter. Ensure that you include the following features:

- The sender's address
- Date
- An appropriate greeting
- An introduction

## **Session 4**

- You will include chatty informal expressions and style (share facts about yourself, questions you would like to ask about Skara Brae. Ensure you've referred to your planning sheet)

## **Session 5**

- Conclusion (ensure you've referred to your planning sheet)
- Complimentary close (a polite goodbye)
- Senders name and signature