

WRITING EXERCISES

Formal Letter

For The past couple of months. No matter how hot it is, a young girl has always kept her arms covered. None of her fellow students ever ask her why, she has been very moody recently, and quite aggressive. However, when she was changing for PE the other day, her teacher saw her arms and how badly scarred the left one is. The teacher was worried, and she's also heard the rumours that an inappropriate video of the girl has been circulating. Write a letter from the teacher to the school's Safeguarding Officer in which she explains her concerns.

Things to think about:

1. This is a formal letter so the teacher will not use any slang;
2. The teacher will inform the Safeguarding Officer of all of the facts that she thinks might be relevant;
3. The teacher may suggest possible reasons for Eve's behaviour;
4. The teacher will want to know what will happen as a result of her letter.