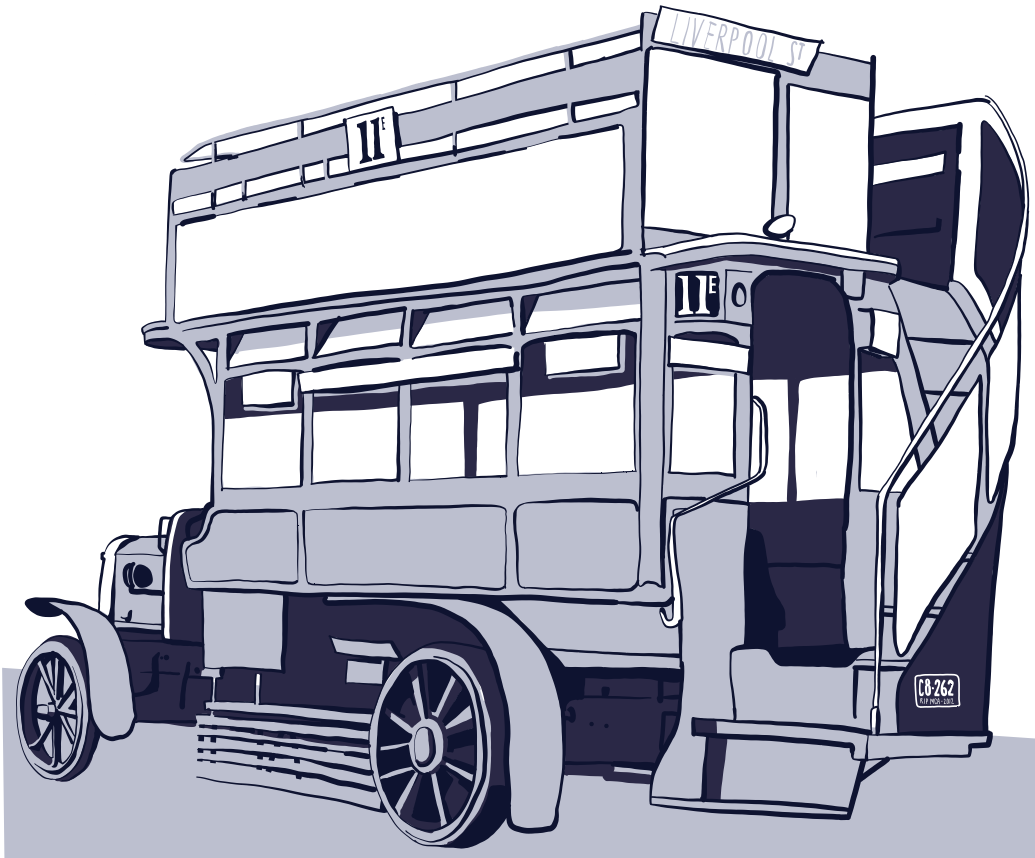
THE ROYAL BRITISH LEGION



KEY STAGE 2 / LESSON 5

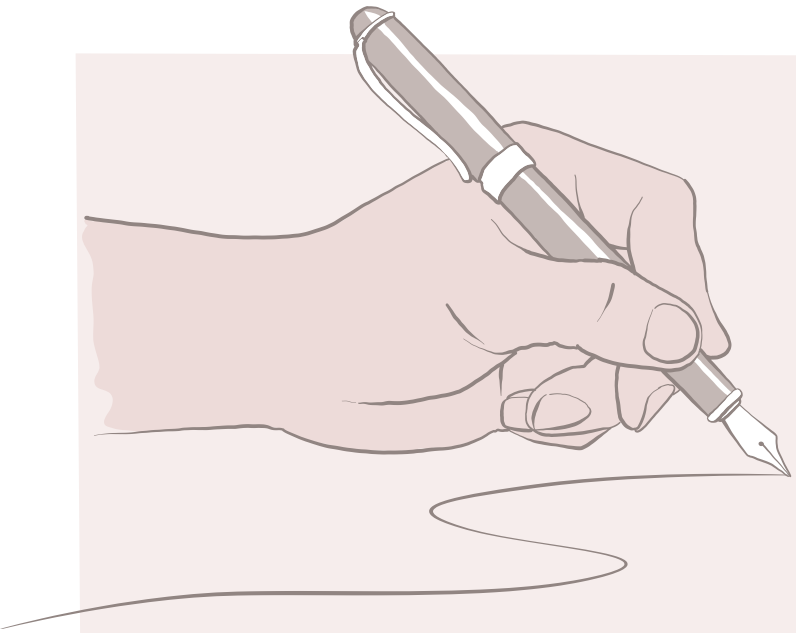
Florence Cordell

Female Bus Conductor

IN ASSOCIATION WITH

National Literacy Trust

Changing life stories



Ms Smith
Parkway School
London England
E3 27R

Ms Florence Cordell
London Transport Museum
Covent Garden Piazza
London
WC2E 7BB

Dear Ms Cordell,

I am writing to you today to sincerely express my gratitude for your work as a bus conductor during World War One.

To begin with, I'd like to thank you for working so hard to keep London running during the war. The 10 hour shifts must have been tiring but it's exciting to think about all the people that might have travelled on your buses and the jobs they were doing to contribute to the war effort. Secondly, I'd like to express my appreciation for the role you played in improving women's rights. I'd like to imagine that you took part in the strike to campaign for equal pay in 1918. This set a good example and today men and women in the UK are paid the same amount for doing the same job.

Finally, I will thank you for the impact you've had on us today. You signed up quickly to work in a male-dominated industry which can't have been easy but you did it with pride. It was because you and women like you were so good at your jobs you did that it proved things could be different and that jobs didn't need to be limited to just men. I can be anything I want to be when I grow up and you are part of the reason why.

I hope, Ms Cordell, that I have shown you how grateful I am, and will continue to be, for everything you did.

Yours sincerely,

Ms Smith

Formal language to use:

Emotive language to use:

Achievements to mention:

Cohesive devices to use:

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Address

Date

Address

Introduction - Explain your reason for writing and summarise achievements

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Paragraph 1 - Explain your appreciation of one achievement

-
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Paragraph 2 - Explain your appreciation of one achievement

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-

Paragraph 3 - Explain your appreciation of one achievement

-
-

Closing sentences - Summarise what you have said so far

-
-

Yours sincerely,

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