

1501/02 Akash Deep Bldg.  
V.P Road, Prarthna Samaj  
Maharashtra, Mumbai 400004  
20.8.2020

Principal's Office

Hill Spring International School

Tardeo, Mumbai 4000036

Subject- Letter for Additional P.E. Class

Dear Mrs. Pinto, I am Heet Burad from Grade V A. I am writing this letter to you to tell you that the students of Grade V need an additional P.E. class every week.

Do you want our school to be the best in sports and studies? Do you want our school's students to be happy and fit? I know only someone as smart, sympathetic and elegant person like you would understand things like this. I am here to inform you the benefits of having an extra P.E. class every week.

We need an additional P.E. because, we don't exercise enough in one day, exhibition is coming and we will have to study a lot so we won't get P.E. classes, we are all sitting in one place when we study and we need to sweat to remove the bacteria, and at last we need to be happy and fit. We also have to get hurt, muddy and tired that will make us happy and we can do better in studies.

So, these were the reasons we need to have an extra P.E class ever week.

I hope you will do the best.

Yours Sincerely,

Heet Burad

## Metacognition

CRITERIA	YES	NO
1. Have I used Persuasive Techniques?	Yes	
a. Rhetorical Questions	Yes	
b. Flattery	Yes	
c. Opinion as Fact	Yes	
d. Triples	No	
e. Metaphor	Yes	
f. Simile	No	
g. Use of superlatives		
2. Have I done paragraphing?	Yes	
a. Topic Sentences for all the paragraphs	Yes	
b. Supporting Details for all the paragraphs		
3. Have I mentioned the format of an Informal Letter		
A. Sender's Address	Yes	
B. Concluding Paragraph	Yes	

C. Salutations	Yes	
D. Closure	Yes	
E. Date	Yes	
F. Body	Yes	
Paragraph	Yes	
A. Receiver's	Yes	
Address	Yes	
G. Senders		
address		
H. Subject		
I. Pin Code		