

A Mr Johnstone has written a formal letter to the police reporting a crime. Unfortunately, his spelling isn't very good! Read the letter and find the ten spelling mistakes.

67 Jackdaw Close
Huntingdon
Cambridgeshire
PE29 3DE
6th October 2011

Cambridgeshire Constabulary Headquarters
Hinchbrooke Park
Huntingdon
Cambridgeshire
PE29 6NP

Dear Sir or Madame,

I am writting to report a crime that I witnessed in Jackdaw Close, Huntingdon on Wednesday 5th October.

At just after 5 o'clock in the afternoon, I was looking out of my window and saw a teenage girl acting suspiciously. As I continued watching her, she took a can of spray paint out of her rucksack and wrote graffiti on the wall opposite my house.

The girl was probably 14 or 15 years old and had long, ginger hair, tied in a ponytail. She was wearing jeans, black trainers and a grey jacket.

I am inclosing a photograph which shows the graffiti, for your reference. I would appriciate it if you could organise for the graffiti to be removed.

If I can be of any further asistance, please do not hesitate to contact me at the above adress.

Your faithfully
Albert Johnstone

B Reread the letter and answer the questions.

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| 1 Where and when exactly did the crime take place? | 5 What is Mr Johnstone sending with his letter? |
| 2 What was the crime? | 6 What does he want the police to do? |
| 3 What did the offender look like? | 7 Can the police phone him if they need more information? |
| 4 What was the offender wearing? | |

C You have witnessed a crime taking place. Write a formal letter to the police, including answers to the questions.

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| • When and where did the crime happen? | • What was the crime? |
| • What did the offender look like and what was she / he wearing? | • What would you like the police to do? |
| • How can the police get in contact with you? | |

Use the letter above to help you and remember to follow an appropriate format. Your letter should be 120–150 words.