



Learning Question:

How can I write an informal letter about my time in lockdown?

Success Criteria:

To recognise the features of an informal letter, and use them in my own writing.

Use emotive language.

Plan and rehearse sentences orally.

Edit and publish

Vocabulary

Informal

Salutation

Body

Closing

Signature

When should we use a or an?

Should you use a or an before these words?

_____ elephant

_____ house

_____ football

_____ man

_____ kettle

_____ ice-cream

_____ hour

_____ x-ray

_____ school

_____ orange

Can you explain why?

- Today you will begin writing your letter.
- Correctly set your letter out using the informal letter format.
- Write your introduction/paragraph 1.
- Use your planning sheet to help you.
- Include the 5 W's from your planning sheet.

Hard – Make sure every sentence begins with a capital letter, ends with the correct punctuation, and you use a capital letter for names.

Harder – Use conjunctions to join your ideas.

Hardest – Include adjectives, adverbs and prepositions to add detail to your writing.

Herculean - Make more ambitious word choices, and add other descriptive language (similes, metaphors, onomatopoeia) to improve your writing.

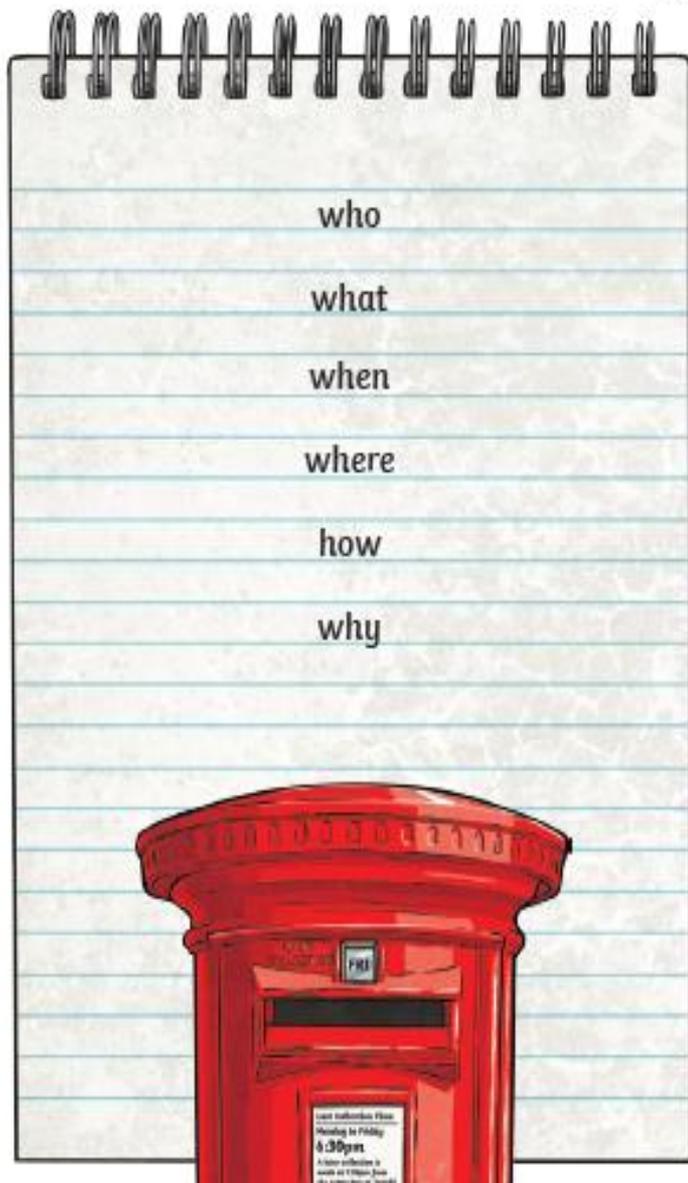
Y3 Letter Writing: Informal Genre Features Checklist



Did I include...	Child	Friend	Teacher
Structure and Language			
the sender's address?			✓
the date?			✓
an appropriate greeting?			✓
an introduction?			✓
examples of a chatty, informal style?			✓
a conclusion?			✓
a complimentary closing line?			✓
the sender's name or signature?			✓

Y3	Sometimes (I am beginning to independently use)	S/P	Teacher
1	I can develop a writing stamina and produce extended pieces of writing		
2	In narratives, I can describe settings		
3	In narratives, I can describe characters and plot		
4	In non-narratives, I can use headings and subheadings		
5	I can begin using paragraphs to organise ideas		
6	I can use capital letters correctly for proper nouns and at the start of sentences		
7	I can use full stops correctly at the end of sentences		
8	I can use commas correctly for lists		
9	I can use a subordinate clause		
10	I can use a or an correctly		
11	I can use co-ordinating conjunctions		
12	I can use subordinating conjunctions		
13	I can use adverbs		
14	I can begin using inverted commas to punctuate direct speech		
15	I can use tenses correctly		
16	I can use prepositions to express place and time		
17	I can spell many words with the correct prefixes and suffixes		
18	I can spell <u>some</u> words correctly, (including those from the Year 3 / Year 4 list)		
19	I can write legibly using my best handwriting		
20	I can make deliberate ambitious word choices		

Year 3 Informal Letter Writing



answer	dear	when
enough	I hope...	since
favourite	thank you	because
mention	please	as
promise	don't forget...	after
though	I can't wait...	before
thought	best wishes	once
therefore	love from	although
impossible	talk soon	until
	see you soon	