



## 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

How many words can you make  
from these letters?

E	R	L
H	F	O
P	A	N

In your books:

- You will be finishing your letter.
- Use your planning sheet to help you.
- Remember to include the features of an informal letter we have discussed.
- Include emotive language and a rhetorical question.

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

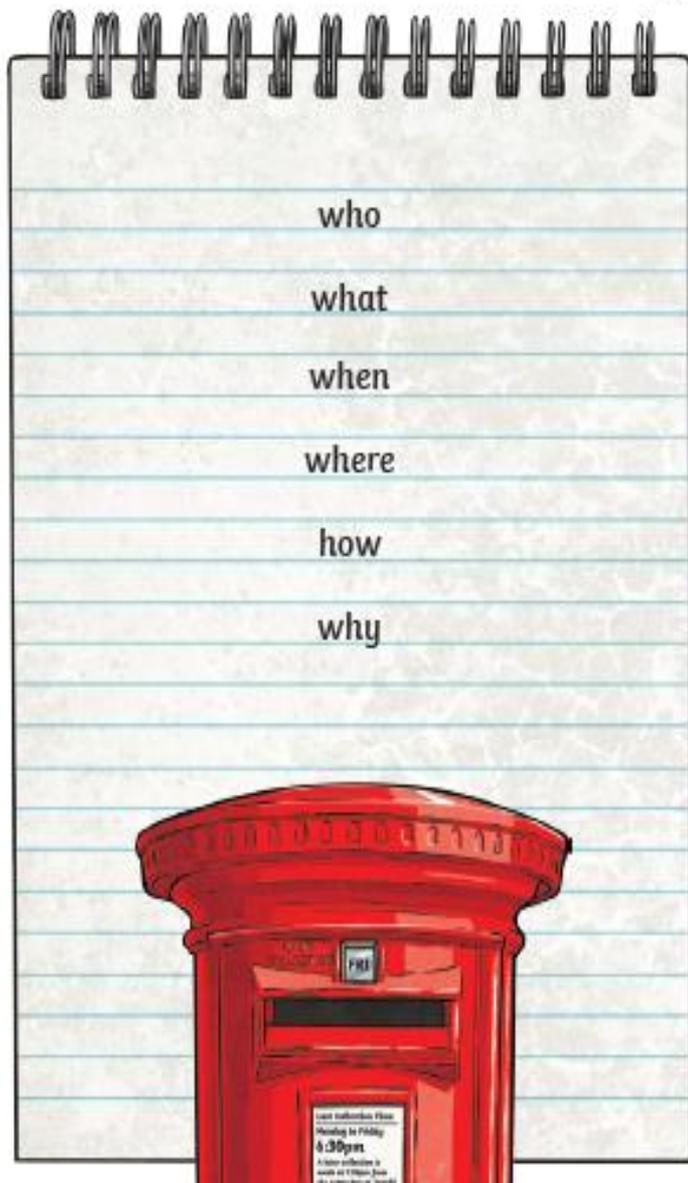
**Harder** – Use conjunctions to join your ideas.

**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	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	

# When you have finished re-read your letter and edit.

- Have you used ambitious language?
- Have you included adverbs?
- Have you used your best handwriting?
- Look at the Y3 success criteria and tick to check you have used as many of these as possible.

When you have completed your work don't forget to send a copy to your teacher.