## Writing to inform: Informal letters – Year 3.

Text Structure	Sentences and Grammar	Useful	Word Classes	Punctuation
		vocabulary		
Clear introduction.	<u>Informal letter:</u>	The section	Noun To form the second	Use finger spaces between
Deinte about the criticities of	Simple and compound sentences	I hope that	To form nouns using	words.
Points about the visit/issue.	used with extra description.	T Alada Alaa	prefixes. Nouns and	Han and tall latters and fall
Main ideas grouped into paragraphs	Use co-ordinating conjunctions to link two main ideas in a sentence:	I think that	pronouns used to avoid	Use capital letters and full
Main ideas grouped into paragraphs and shaped around time and place.		Limagino	repetition.	stops to demarcate sentences.
and snaped around time and place.	and, but, so, or (informal conjunctions)	I imagine that	Verbs	sentences.
Topic sentences used.	conjunctions)	ulat	Present perfect forms of	Capital letters for proper
ropic sentences useu.	Some examples of complex	By the way	verbs instead of 'the'	nouns.
Some letter layout features included.	(subordinate clauses used)	by the way	Verbs instead or the	Tiouris.
Some received ayout reactives included	Using subordinating		Adjectives	Use a question mark and
Audience and purpose:	conjunctions in the middle of		Use of well-chosen	exclamation mark if
Personal/informal letter:	sentences: when, if, as, because,		adjectives.	appropriate.
Someone you know well.	while.			
Purpose: to make contact.			<u>Conjunctions</u>	Use commas to separate
To communicate as necessary.  To entertain and amuse	Appropriate use of tense.		Express time and cause: time	items in a list.
To show you are thinking about your			conjunctions (when, so,	
reader – for example: enquires about	Written in the first person. (I/me)		before, after, while, because)	To sometimes use an
family, references to shared memories.		Dia.	<b>*</b>	apostrophe for omission.
	Some examples of rhetorical		<u>Tense</u>	(contractions)
	questions.		Correct and consistent use of	
			the past and present tense.	
	The use of proper nouns to name			
	people, places and things.		<u>Adverbs</u>	
	7-		Introduce/revise adverbs.	
	Developed a disetive a verbe and		Express time and cause;	
	Powerful adjectives, verbs and adverbs.		then, next, soon, after, later.	
	duverbs.	11.11.11	Car II	
	Adverbial phrases, For example:			
	When they have a problem,	10000000		
	The state a problem,			
	Contractions used (can't, isn't)			

## Writing to inform: Informal letters – Year 4.

Text Structure	Sentences and Grammar	Useful	Word Classes	Punctuation
		vocabulary		
Clear introduction and conclusion.	<u>Informal letter:</u>	To tell you	<u>Noun</u>	Use capital letters and full
	Simple and compound sentences used	the truth	Nouns and pronouns used	stops to demarcate
Points about the visit/issue.	with extra description.		for clarity and cohesion.	sentences. (Non-negotiable)
	Use co-ordinating conjunctions to	I must tell	Noun phrases expanded by	
Paragraphs organised correctly	link two main ideas in a sentence: and,	you about	the addition of modifying	Capital letters for proper
into key ideas.	but, so, or (informal conjunctions)		adjectives, nouns and	nouns.
		To be	prepositional phrases.	
Links between key ideas in the	Subordinate clauses used.	honest		Use question marks,
letter.	Using subordinating conjunctions		Verbs	exclamation marks and full
	to join clauses and used as openers:	I expect	Standard English for verb	stops accurately.
Topic sentences used.	when, if, as, because, while.	that	inflections and pronouns.	,
•			· ·	Use commas to separate
All letter layout features included.	Appropriate use of tense.	I didn't	Adjectives	items/ adjectives in a list.
,	Pr sp 111111	expect	Use of well-chosen	, <b>,,</b>
Audience and purpose:	Written in the first person. (I/me)		adjectives.	Use commas after fronted
Personal/informal letter:	and the most personn (dy may	As it	angeon co	adverbials.
Someone you know well.	Powerful adjectives, verbs and adverbs.	happened	Conjunctions	
Purpose: to make contact.	Tomana asy	in promount	Express time and cause: time	Use commas to mark
To communicate as necessary.	Use of rhetorical questions.		conjunctions (when, so,	subordinate clauses.
To entertain and amuse	4.000		before, after, while, because)	
To show you are thinking about your	Adverbial phrases, For example: When			Apostrophe for omission
reader – for example: enquires about family, references to shared	they have a problem,		Tense	(contractions – didn't,
memories.	and, mare a presion,		Correct and consistent use of	couldn't)
memories.	Conversational tone / phrases used –		past tense including the use	,
	anyway, after all, by the way		of the present perfect tense.	Apostrophe for singular
			and process periods control	possession to mark plural
	Contractions used (can't, isn't)	Transin	Adverbs	nouns. (plural possession)
	The use of proper nouns to name		Know what an adverbial	(p.a.a. possession)
	people, places and things.		phrase is.	
	F = - F : - F :	Parties and	Fronted adverbials.	
			Comma after fronted	
			adverbials.	
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## Writing to inform: Informal letters – Year 5.

Sentences and Grammar	Useful	Word Classes	Punctuation
	vocabulary		
Informal letter:	You'll never	<u>Noun</u>	Consolidate all previous
Variation in sentence structures.	believe it	Locate and identify expanded	learning. (Capital letters, full
		noun phrases.	stops, commas in list)
Use co-ordinating conjunctions to	To be	·	,
	honest	Verbs	Use commas to separate
but, so, or (informal conjunctions)		Use modal verbs to indicate	items/ adjectives in a list.
	I imagine	possibility.	, ,
Subordinate clauses used.	that	Prefixes for verbs: dis, de,	Use commas after fronted
Using subordinating conjunctions			adverbials.
in the middle of sentences and to	I didn't	, , , ,	
extend sentences: when, if, as,	anticipate	Adjectives	Use commas to mark
because, while.	that	Use of well-chosen	subordinate clauses including
		adjectives.	the opening of subordinate
To use relative clauses to add further	You'll never		clauses and use commas to
detail.	guess what	Conjunctions	clarify meaning.
	happened?	Express time and cause: time	,
Appropriate use of tense.		conjunctions (when, so,	To use brackets and dashes
	line.	before, after, while, because)	to indicate parenthesis (to
Written in the first person. (I/me)			include additional
-		<u>Tense</u>	information) and to use
Powerful adjectives, verbs and adverbs.		Correct and consistent use of	brackets or dashes to mark
		past tense and past	relative clauses.
Use of rhetorical questions and		progressive tense.	
exclamations.			To use semi-colons to
		<u>Adverbs</u>	punctuate complex lists.
Use of exaggerations (hyperbole)		Know what an adverbial	-
be added added added as	The second	phrase is.	Apostrophe for omission
Adverbial phrases, For example: When		Fronted adverbials.	(contractions – didn't,
they have a problem,		Comma after fronted	couldn't)
	THE LOS	adverbials.	
		Adverbials of time, place and	Apostrophe for singular
		manner.	possession and to mark
	Informal letter: Variation in sentence structures.  Use co-ordinating conjunctions to link two main ideas in a sentence: and, but, so, or (informal conjunctions)  Subordinate clauses used. Using subordinating conjunctions in the middle of sentences and to extend sentences: when, if, as, because, while.  To use relative clauses to add further detail.  Appropriate use of tense.  Written in the first person. (I/me)  Powerful adjectives, verbs and adverbs.  Use of rhetorical questions and exclamations.  Use of exaggerations (hyperbole)  Adverbial phrases, For example: When	Informal letter: Variation in sentence structures.  Use co-ordinating conjunctions to link two main ideas in a sentence: and, but, so, or (informal conjunctions)  Subordinate clauses used. Using subordinating conjunctions in the middle of sentences and to extend sentences: when, if, as, because, while.  To use relative clauses to add further detail.  Appropriate use of tense.  Written in the first person. (I/me)  Powerful adjectives, verbs and adverbs.  Use of rhetorical questions and exclamations.  Use of exaggerations (hyperbole)  Adverbial phrases, For example: When	Informal letter: Variation in sentence structures.  Use co-ordinating conjunctions to link two main ideas in a sentence: and, but, so, or (informal conjunctions) Subordinate clauses used. Using subordinating conjunctions in the middle of sentences and to extend sentences: when, if, as, because, while.  To use relative clauses to add further detail.  Appropriate use of tense.  Written in the first person. (I/me)  Powerful adjectives, verbs and adverbs.  Use of rhetorical questions and exclamations.  Use of exaggerations (hyperbole)  Adverbial phrases, For example: When they have a problem,  I imagine that  I didn't anticipate that  You'll never guess what happened?  You'll never guess what happened?  Adjectives Use of well-chosen adjectives.  Conjunctions  Express time and cause: time conjunctions (when, so, before, after, while, because)  Tense  Correct and consistent use of past tense and past progressive tense.  Adverbs  Know what an adverbial phrase is.  Fronted adverbials.  Comma after fronted adverbials.  Comma after fronted adverbials.  Adverbials of time, place and

	Conversational tone / chatty 'asides' (anecdotes, comments in brackets to provide additional information)  Contractions used (can't, isn't)	plural nouns. (plural possession)  To begin to use colons to link ideas.		
	The use of proper nouns to name people, places and things.  Use of modal verbs to indicate possibility and convey urgency.			
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## Writing to inform: Informal letters – Year 6.

Text Structure	Sentences and Grammar	Useful	Word Classes	Punctuation
	33.33.33.3.3.3.3.3.3.3.3.3.3.3.3.3.3.3.3	vocabulary		
Developed introduction and	Informal letter:	You'll never	Noun	Consolidate all previous
conclusion using all the letter	Variation in sentence structures.	believe it	Expanded noun phrases to	learning. (Capital letters, full
layout features.			convey complicated	stops, commas in list)
·	Use co-ordinating conjunctions to	To be	information concisely.	
The letter is well constructed that	link two main ideas in a sentence: and,	honest	_	Use commas to separate
answers the reader's questions.	but, so, or (informal conjunctions)		<u>Verbs</u>	items/ adjectives in a list.
		I imagine	Use modal verbs to indicate	
The writer understands the	Subordinate clauses used.	that	possibility.	Use commas after fronted
impact and thinks about the	Using subordinating conjunctions		Prefixes for verbs: dis, de,	adverbials.
response.	in the middle of sentences and to	I didn't	mis, over, ise, ify.	
	extend sentences: when, if, as,	anticipate		Use commas to mark
Informal language/	because, while.	that	Adjectives	subordinate clauses including
conversational tone used			Use of well-chosen	the opening of subordinate
throughout to engage the reader.	To use relative clauses to add further	You'll never	adjectives.	clauses and use commas to
	detail.	guess what		clarify meaning and avoid
Information is prioritised		happened?	Conjunctions	ambiguity.
according to importance and a	Appropriate use of tense.	Davlague	Express time and cause: time	To was a salam to introduce a
frame of response set up for a	Muitton in the first names (Time)	Perhaps	conjunctions (when, so,	To use a colon to introduce a
reply.	Written in the first person. (I/me)	I wonder if?	before, after, while, because)	list.
	Powerful adjectives, verbs and adverbs.	1 wonder ii?	Tense	To use brackets and dashes
Audience and purpose:	Fowerful adjectives, verbs and adverbs.		Correct and consistent use of	to indicate parenthesis (to
Personal/informal letter:	Use of rhetorical questions and		past tense and past	include additional
Someone you know well.	exclamations.		progressive tense including	information) and to use
Purpose: to make contact.	excluriations.		the use of the present	brackets or dashes to mark
To communicate as necessary.	Use of exaggerations (hyperbole)		perfect tense. To change the	relative clauses.
To entertain and amuse	(i) persons	Transin	tense according to features	
To show you are thinking about your reader – for example: enquires about	Active and passive voice deliberately		of the genre.	To use semi-colons to
family, references to shared	used to heighten engagement. For			punctuate complex lists.
memories.	examples: The café chairs were broken.	THE LOS	<u>Adverbs</u>	
			Link ideas across a text using	To use hyphens.
	Verb forms are controlled and precise.		cohesive devices such as	

Modifiers are used to qualify. For example amount, exceptiona	e: insignificant	adverbials of time and place, conjunctions, pronouns and synonyms.	To use colons to link ideas.
Fronted adverbials a the writer's viewpoin	are used to cla <mark>rify</mark>	,	
Variation in sentence description and short			
Adverbial phrases, F they have a problem			
Conversational tone (anecdotes, commer provide additional in	nts in brackets to		
Contractions used (or The use of proper in people, places and the contractions used (or The use of proper in people, places and the contractions used (or The use of Proper in people).	ouns to name		
Use of modal verbs possibility and conve	to indicate		
Use emotive languaresponse. For exam showcase inspired n			

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Process: