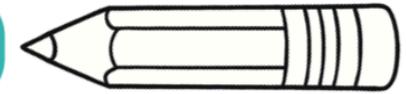


Informal Letters



Does your informal letter include...	
the sender's address?	
the date?	
an appropriate greeting?	
an introduction?	
paragraphs around a theme?	
writing in the first person?	
vocabulary that shows a chatty, informal style?	
places where the writer addresses the recipient directly?	
a conclusion?	
a complimentary close?	
impersonal writing in the third person?	
the sender's name or signature at the end?	

Word Bank

advise	dear	P.S.
afterwards	dearest	please
apologise	determined	recommend
appreciate	especially	since
because	explain	tell
before	invite	whom
correspond	marvellous	

Greetings and Complimentary Closes

Dear...	All the best,
Dearest...	Best wishes,
My friend...	Love from,
To...	See you soon,
Hey...	Speak later,

Sentence Starters

As soon as I...

I can't wait until...

Wait until you hear about...

Did you ever think that...?

After that happened...

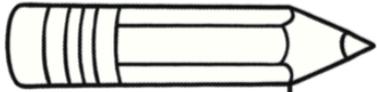
First Person

I	me	my	mine	myself
.....	we	us	our	ourselves	

Punctuation

In your writing, can you correctly use...

- capital letters?
- full stops?
- question marks?
- exclamation marks?
- commas?
- inverted commas for direct speech?
- apostrophes?
- punctuation for parenthesis?
- semi-colons?
- single dashes?
- hyphens?



Informal Letters

Key Features

- the sender's address
- the date
- an appropriate greeting
- an introduction
- writing in the first person
- writing that shows a chatty, informal style
- the writer addressing the recipient directly
- a conclusion
- a complimentary close
- the sender's name or signature

Jake's room,
Upstairs,
Jake's House,
Our Street

Monday 21st June

Dear Sacha,

How are you? For your sake, I hope that you're currently better than I am! I shall explain...

It all started this morning. Mum and I were having our usual back and forth of her asking me to tidy my room and me (naturally) refusing. Anyway, it got to the point where she took a deep breath (you know the kind) and said, "Jakob, you're going to stay in your room until it has been tidied!" Obviously, I immediately thought that this was a brilliant idea and agreed. So, in I went without – and this bit is important – thinking first.

The first hour was quite fun. I read a book, fed my fish and shouted down to Old Greg who was busy mowing his lawn. (Did you know that he used to be a champion high jumper?) The second hour was OK but it's now the third hour and I'm bored senseless. You see, Sach, Mum never had any intention of making me stay in my room but, if I leave now, I've lost!

This is where you come in my dearest friend. I need supplies! I require: snacks, some kind of electronic device and a television. OK, so, maybe not a television but please bring me snacks! I'm sure Mum will let you in if you knock on the door; she might even try and convince you to convince me to tidy up (not that it'll work!).

Just to reiterate, I can leave my room but I can't leave my room and I am desperately in need of snacks. You wouldn't let me down, would you? Especially since I finished that maths homework for you last month.

All the best from your best friend who may spend the rest of his life in his bedroom,

Jake

P.S. I need sweet snacks. Not those weird crispy things that we had at your birthday party.
Thanks.

Key Vocabulary

- complimentary close:** The words that come directly before the sender's name or signature. They usually express well wishes or kind regards.
- first person:** Writing from the writer's perspective using the pronouns 'I', 'we', 'me' and 'us'.
- greeting:** The initial opening to a letter where you address the recipient.
- informal:** Informal writing has a relaxed, friendly style. It is suitable for everyday language and conversation and may use slang words.
- recipient:** The person whom the letter is written for.