



## Progression in Writing - Letters informal/formal



### Audience

Always consider your audience before beginning to plan and write.

### Purpose

Letters have many purposes. Common purposes are:

To keep in touch.

To introduce yourself (pen pal letter).

To say thank you.

To give an invitation.

To ask for information.

To recount events.

To influence opinion (often formal).

To complain (often formal).

To provide information; describe something or explain a process.

### Generic Text Structure

### Planning and preparation

<ul style="list-style-type: none"> <li>• See below</li> </ul>	<ul style="list-style-type: none"> <li>• Consider using a script so that children can orally rehearse and memorise language conventions before independent writing. Particularly useful for formal letter writing.</li> <li>• Opportunities for children to orally rehearse language e.g. giving a speech or persuading the class, particularly important in formal letter writing.</li> <li>• Use of drama structures to develop for and against ideas. E.g. a class debate. Especially useful for formal letter writing.</li> </ul>
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**Progression in skills**

<b>EYFS</b>	<ul style="list-style-type: none"> <li>• Start with 'dear' can be given</li> <li>• End with 'from'</li> <li>• Usually written in first person 'I'</li> </ul>
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<b>KS1</b>	<ul style="list-style-type: none"> <li>• Senders address at the top right</li> <li>• Use a greeting</li> <li>• Specific names people, places, things (proper nouns)</li> <li>• Informal ending e.g. 'best wishes' etc.</li> <li>• Chatty tone: Contracted forms of words e.g. can't won't etc.</li> </ul> <p>Questions and exclamations? Informal connectives, as in everyday speech e.g. and/ because/ so. Can also be used as openers.</p> <p>Possible text structure:</p> <p><b><u>Introduction</u></b> Include greeting and explain why you are writing.</p> <p><b><u>Main body</u></b></p>
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	<p>Write in detail about the subject.</p> <p><b><u>Conclusion</u></b></p> <p>What did you think about the subject? Closing line e.g. I hope to see you soon.</p>
<p>LKS2</p>	<ul style="list-style-type: none"><li>• Date underneath the address</li><li>• Informal language</li><li>• Paragraphs to organise ideas</li><li>• Chatty tone: Lively use of language e.g. 'powerful' verbs, adjectives and adverbs. 'Asides' (anecdotes and comments in brackets)</li></ul> <p>Conversational openers e.g. Anyway, /By the way, /After all, Exaggerations (hyperbole)</p> <p><b><u>Possible text structure:</u></b></p> <p><b><u>Introduction</u></b></p> <p>Include greeting and explain why you are writing</p> <p><b><u>Main body</u></b></p> <p>Different paragraphs with elaboration.</p> <p><b><u>Conclusion</u></b></p> <p>What did you think about the subject? Closing line e.g. I hope to see you soon.</p>

**UKS2**  
**As for LKS2**  
**plus:**

- Formal structure i.e. senders address top right/ addressee top left.
- Date beneath address of addressee
- Use of 'dear' and addressee's name (if known). Sir or madam if not known.
- Appropriate sign off i.e. yours sincerely (if addressee's name is known); Yours faithfully (If addressee's name isn't known).
- Clear use of language, e.g. conventional vocabulary, 'precise' verbs, adjectives and adverbs.
- Effective use of language suitable for purpose e.g. to persuade or complain etc.
- Formal tone: Use formal connectives, e.g. furthermore, However, Do not use first-person pronouns ("I," "me," "my," "we," "us," etc.). ... Avoid addressing readers as "you."  
Avoid the use of contractions.  
Avoid colloquialism and slang expressions.  
Avoid abbreviated versions of words.  
Avoid the overuse of short and simple sentences.

**Possible text structure:**

**Introduction**

Include clear explanation of why you are writing.4

**Main body**

Different paragraphs of each point with elaboration and or supporting evidence.

**Conclusion**

Summary of main points and recommendations. Formal closing line e.g. I look forward to hearing from you