

### Purpose - What am I writing this for?

An informal letter is the type of letter you would write to someone you know, for example a friend or family member. They're written in a style that is more friendly and familiar in comparison to a formal letter which follows strict rules about layout and style.

### Content - What do I include in my writing?

| Success Criteria                                                      | Have I included it? |
|-----------------------------------------------------------------------|---------------------|
| Have I written in the past tense correctly?                           |                     |
| Can I say my sentence before I write it down?                         |                     |
| Have I used a 2A sentence?                                            |                     |
| Can I use a FANBOYS conjunction?                                      |                     |
| Have I used boastful language?                                        |                     |
| Have I used commas in a list?                                         |                     |
| Have I used capital letters to start a sentence and for proper nouns? |                     |
| Have I punctuated the ends of my sentences correctly?                 |                     |

### Sentence Starters

As soon as I...

I can't wait until...

Wait until you hear about...

Did you ever think that...?

After that happened...

### Greetings and Complimentary Closes

Dear...

Dearest...

My friend...

To...

Hey...

All the best,

Best wishes,

Love from,

See you soon,

Speak later,

### First Person

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

### Structure - How do I set my writing out?

Conward Secondary School,  
P.O. Box 39,  
Jos.  
28th September 2011

Dear Chucks,

Ages since I heard from you - do hope that "no news is good news"! Very sorry to have missed you on your last visit, I had only just gone to Enugu when you arrived.

Here's your book again - many thanks. Have been feeling a bit guilty about not sending it before, but you know how it is. I liked it a lot, as you said I would. Didn't like the ending though. I still think that Ben should have escaped the heroine's lovely clutches! He really didn't deserve a fate worse than death, like marriage. Still, we know what we would have done, don't we, City Boy?

See you in the holidays. Best wishes to all your people. Don't let Lagos get you down!

Yours ever,  
Sunny.

Dear Sabrina

Thanks for your letter and it was great to hear from you. You asked me to tell you about my favourite day of the week. Well, it's definitely Friday.

One reason I like Fridays is because I have my favourite subjects at school: PE and Chemistry. Chemistry's great because we do experiments in the Science lab and our teacher, Mr King, is so funny. In PE we usually play basketball, which is my favourite sport. I'm good at it because I'm quite tall. Our team usually wins.

We also have French on Fridays, which is actually my least favourite subject, but after that we have ICT which is much more interesting. At the moment I'm creating a webpage for our basketball team. After school I hang out with my friends, and then in the evening I play football at the sports centre. On Friday nights we sometimes go to someone's house for a party or to watch a DVD. We can relax a bit on Friday evenings because there's no school on Saturday.

Tell me about your favourite day in your next letter. Hope to hear from you soon.

Love  
Dani

### Word Aware Word bank

advise afterwards apologise appreciate because before dear  
dearest determined especially explain invite marvellous recommend  
since