WALT:- Writing to Inform – Informal Letter writing.
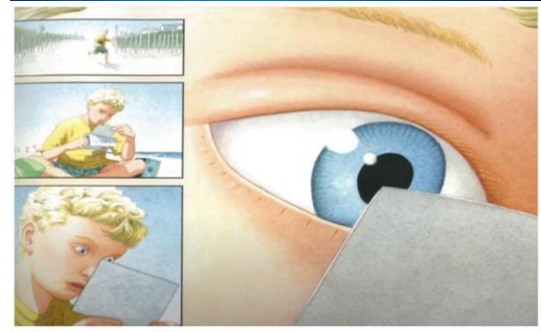
TASK – Today we are going to plan and write your letter in a bottle.

Using the examples that you looked at yesterday to help you, today we are going to plan and write our own informal letter for your letter in a bottle.

You can use the planning sheet to help you if it helps you.

When you have your plan, you can write your letter. Remember to use the correct layout for an informal letter. You also need to remember to use the correct chatty and informal style in your letter.

You can use the WAGOLL from yesterday and the success criteria to help you.

Your Address Here

Dear ………………………………….,

Paragraph 1 – Say hello and introduce yourself to the reader…..

Paragraph 2 – Tell them a little bit about yourself – family, hobbies, likes, dislikes…..

Paragraph 3 – Ask them some questions about themselves and their lives……….

Paragraph 4 – End by asking them to write back and tell you about themselves….

Sign off in a friendly manner…..

Writing an Informal Letter: - Success Criteria

- Sender's Address in top right corner
- Date underneath address
- Appropriate, familiar greeting
- Friendly, chatty introduction
- Paragraphs in themes of subject area
- First person
- Speak directly to the reader
- Conclusion – often ending with a question or suggestion to write back or meet up.
- Friendly, informal chatty tone throughout letter.

Examples of informality to use throughout your writing:

- Rhetorical questions directly addressing the reader
- Purposeful misuse of standard English – e.g. we was playing…it were like we were old friends…ain't
- Using apostrophes for colloquial contractions – e.g. 'im…playin'…'ave…
- and normal contractions – e.g. aren't…how's
- Conversational style and language – having the time of our lives…blind as a bat…it's been ages since I saw you
- Slang –
- Use of personal pronouns throughout – I, you, we
- Question tags - …….right?!   …, don't you?!
- Use of exclamation marks –
- Use of parenthesis for personal commentary – (like my hopes)   (I saved it for later)