

INFORMAL LETTER WRITING HELPSHEET

LANGUAGE TECHNIQUES: BRONZE: Simple sentence where appropriate. Adjective. Verb. Connective. SILVER: Colloquial/ chatty language & AD sentences. Subordinating conjunctions. Wow verbs. Smiles. 5 senses. GOLD: Phrasal Verbs. Personification. Metaphor. Fronted Adverbial.

Address and Date

- Write this in the top right-hand corner (address first and date underneath).
- For the address include house name, number, street number and name, county/state, postcode, and country.

P1. Opening

- Address who you are writing to.
- Ask opening questions – e.g. 'how are you?'
- Give a general idea of tone/content to follow.
- Be imaginative!

P2. Body

- This is the main part of the letter, where you really discuss the issues/ topic.
- Remember to keep the language and tone casual and conversation like.
- Ensure that you are meeting the needs of your audience/ purpose.

P3. Body

- Use connectives to link your letter together.
- Continuing addressing each of the points in the paragraph above.

P4. Closing and Sign-Off

- Summarise the main ideas in your letter.
- Choose an appropriate sign-off statement for your purpose/ audience.
- Your name at the bottom in the centre.

116a Koala Bay Lane

Newtown

Sydney

New South Wales, 2042

Australia

26th August, 2018

Our dearest Harry,

How are you? How is everything at Hogwarts? We both feel ever so guilty that we have not properly spoken since you took up the position as a teacher of spells there! How is it going? Are the young wizards behaving themselves? It must be strange being the one keeping order, instead of disrupting it! Whilst we have been travelling, we have been reminiscing over our many memories together – Ron commented that our times together have been so epic that someone will one day write a book about them!

We just wanted to keep you up to date with our travels. We have just left Thailand, where Ron was badly sunburnt (honestly Harry, he looked like a cooked lobster!) The beaches were beautiful and we enjoyed the local cuisine. Mind you, compared to the 'Bertie Bott's Every Flavour Beans' that we used to eat, anything tastes good!

After a grueling 12 hour flight (Ron gets awful 'plane-sickness') we have now landed in Sydney, Australia. The landmarks are spectacular, just as you see on the postcards. However, as it is summer time over here, the sun can be quite oppressive. Poor Ron struggles to stay outside for more than 15 minutes. I've been making him plaster on the sun cream, but he's terrified of burning himself again. The muggles here are warm and friendly, although we do have some trouble understanding their strange accent.

Anyhow, I must go now. We have a sky-dive booked in a couple of hours' time. I am almost certain that Ron is going to back out – he looks as white as a ghost already – but I'm more than prepared to do it by myself. I am pretty sure that even if he does go through with it, he will probably faint at some point anyway! (Do you remember how he used to do that at the most inopportune of times?!)

Do keep in touch Harry, we both miss you dearly. Let us know how all is going with you.

Lots of Love,

Hermione (and Ron) xxxx

CONTENT AND LANGUAGE IN INFORMAL LETTERS

In Informal Letters

Content

- When communicating in an informal letter, make sure that you include the five W's and the one H:
- Who?
- What?
- When?
- Where?
- How?
- Why?
- Questions about the other person – what do you want to know about them?
- Details about the writer's life – descriptions where necessary
- Don't forget to keep it interesting – surprising or interesting details
- you want the other person to enjoy reading the letter/ write back!

Language

- Colloquial/ Casual Language – e.g. 'you know', 'it's not it'
- First person – pronouns such as 'I', 'we', 'us'
- Phrasal Verbs/ informal vocabulary – e.g. 'I guess you loved the pics'
- Single sentences for clarity. Compound/ complex for moments of detail.
- Questions – 'How are you?'
- Descriptive devices where describing details, e.g. similes, metaphors, personification – 'My heart skipped a beat when.'

BRONZE AWARD

- Shows some awareness of the correct structure of an informal letter;
- There is some point to the letter, e.g. an invite, an important piece of information;
- Uses some of the language features appropriately;
- Uses some of the content features appropriately.

SILVER AWARD

- Shows a clear awareness of the correct structure of an informal letter;
- There is a clear point to the letter, e.g. an invite, an important piece of information;
- Uses a range of the language features clearly and appropriately;
- Uses a range of the content features clearly and appropriately.

GOLD AWARD

- Shows creativity and precision in applying the correct structure of an informal letter;
- Points are elaborated on in detail, and utilise an accurate tone and style;
- Uses a range of the language features confidently, accurately and imaginatively;
- Uses a range of the content features confidently, accurately and imaginatively.

IMPORTANT! Remember to always consider your audience (who you are writing to) and your purpose (what you are writing for) throughout the entirety of your informal letter!