Y1 Letter Writing: Informal Example Text

88 Rockingham Road
Cliff Town
CT4 5TT

9th July 2016

Dear Rabbit,

I want to tell you about the bear that lives at Cliff Cave.

People think he is unkind and dangerous but he is actually the kindest bear in the world. It is his birthday on Friday and he would like you to come to his cave because he is lonely.

He wants to be your friend and he is looking forward to his party. There will be gingerbread bears and a big cake with lots of candles to blow out and make wishes on. He hopes you can come.

Do you think you can come? Please send the bear a reply.

From,

Joe

Y1 Letter Writing: Informal Example Text Annotated Genre Features

88 Rockingham Road
Cliff Town
CT4 5TT[1]

[1] the sender's address

9th July 2016[2]

[2] the date

[3] an informal greeting, e.g. Dear, Hello, etc.

Dear Rabbit,[3]

I want to tell you about the bear that lives at Cliff Cave.[4]

[4] an introduction sets out the purpose of the letter

[5] more details are given

People think he is unkind and dangerous but he is actually the kindest bear in the world.It is his birthday on Friday and he would like you to come to his cave because he is lonely.[5]

He wants to be your friend and he is looking forward to his party. There will be gingerbread bears and a big cake with lots of candles to blow out and make wishes on.He hopes you can come.[5]

Do you think you can come? Please send the bear a reply.[6]

[6] the conclusion sets out what the sender wants the recipient to do next

[7] ends with 'from'

From,[7]

Joe

Y1 Letter Writing: Informal Example Text
Annotated Grammar, Punctuation and Spelling Features

[1] capital letters to punctuate a sentence.

[2] capital letters for names, places, the days of the week and the personal pronoun 'I'.

[3] sentences punctuated with full stops.

[4] ideas and sentences joined with 'and'.

[5] common exception words.

[6] compound word.

[7] prefix 'un'.

[8] plurals spelt correctly.

[9] adding suffixes -ing -ed -er to a root word where there is no change to the verb.

[10] adding suffixes -er or -est to the adjective where there is no change to the root word.

[11] question mark.

[12] adjective to describe.

88 Rockingham Road[2]
Cliff Town[2]
CT4 5TT

9th July[2] 2016

Dear Rabbit[2],

I[2] want to[5] tell you about the[5] bear that lives at Cliff Cave[2].[3]

People[1] think he[5] is unkind[7] and dangerous[12] but he[5] is actually the[5] kindest[10] bear in the[5] world.[3] It[1] is his[5] birthday on Friday[2] and[4] he[5] would like you[5] to[5] come[5] to[5] his[5] cave because he[5] is[5] lonely[12].[3]

He[1&5] wants to[5] be[5] your[5] friend and[4] he[5] is[5] looking[9] forward to[5] his[5] party.[3] There[1] will be[5] gingerbread[6] bears[8] and[4] he[5] is[5] having a[5] big[12]cake with lots of[5] candles[8] to[5] blow out and make wishes[8] on.[3]

Do[1] you[5] think you[5] can come[5]?[11] Please[1] send the[5] bear a reply.[3]

From,

Joe[2]

Y1 Letter Writing: Informal Example Text
Annotated Grammar, Punctuation and Spelling Features

[1] capital letters to punctuate a sentence.

[2] capital letters for names, places, the days of the week and the personal pronoun 'I'.

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[11] question mark.

[12] adjective to describe.

88 Rockingham Road[2]
Cliff Town[2]
CT4 5TT

9th July[2] 2016

Dear Rabbit[2],

I[2] want to[5] tell you about the[5] bear that lives at Cliff Cave[2].[3]

People[1] think he[5] is unkind[7] and dangerous[12] but he[5] is actually the[5] kindest[10] bear in the[5] world.[3] It[1] is his[5] birthday on Friday[2] and[4] he[5] would like you[5] to[5] come[5] to[5] his[5] cave because he[5] is[5] lonely[12].[3]

He[1&5] wants to[5] be[5] your[5] friend and[4] he[5] is[5] looking[9] forward to[5] his[5] party.[3] There[1] will be[5] gingerbread[6] bears[8] and[4] he[5] is[5] having a[5] big[12] cake with lots of[5] candles[8] to[5] blow out and make wishes[8] on.[3]

Do[1] you[5] think you[5] can come[5]?[11] Please[1] send the[5] bear a reply.[3]

From,

Joe[2]