

Shurdington Primary School – Text Type Success Criteria

To Inform: Letter Writing

Purpose:

- To keep in touch
- To introduce yourself
- To say thank you
- To give an invitation
- To ask for information
- To recount events
- To influence opinion (formal letter writing)
- To complain (formal letter writing)
- To provide information, describe something or explain a process.

	Formality Text Type	Progression of skills	Suggested layout
EYFS	• Informal	• Begin with 'dear' • End with 'from' • Usually written in first person 'I'	
Year 1	• Informal	As above plus:	Possible text structure:

	• To inform: Postcard • To inform: Informal letter	• Senders address at the top right • Use a greeting • Specific names people, places, things (proper nouns) • Informal ending e.g. best wishes Informal tone: • Questions and exclamations • Conjunctions: and, because.	Introduction: • Include greeting and explain why you are writing. Main body: • Write in detail about the subject. Conclusion:
Year 2	• Informal • To inform: letter of invitation	As above plus: Informal tone: • Contracted words e.g. can't, won't etc. • Conjunctions: and, because, so, when	• What did you think about the subject? • Closing line. E.g. see you soon.
Year 3	• Formal • To Persuade: Letter of persuasion	As above plus: • Date below the address • Informal language • Paragraphs to organise ideas	Possible text structure Introduction: • Include greeting and explain why you are writing.

		Informal tone: • Creative use of language e.g. 'powerful' verbs, adjectives and adverbs. • 'Asides' – comments in brackets. • Conversational openers e.g. anyway, by the way, after all • Exaggerations	Main body: • Different paragraphs with elaboration Conclusion: • What did you think about the subject? • Closing line. E.g. I hope to see you soon.
Year 4	• Formal • To Persuade: Letter of complaint	As above plus: • Formal structure e.g. senders address top right/addressee top left. • Date beneath address of addressee. • Use of 'dear' and addressee's name (if known). Sir or Madam is not known. • Appropriate sign off e.g. 'Yours sincerely' (If addressee's name is known); Yours faithfully (if addressee's name isn't known).	

		• Clear use of language e.g. conversational vocabulary, 'precise verbs, adjectives and adverbs. • Effective use of language suitable for purpose e.g. to persuade or complain etc.	
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