

Planning an informal letter to inform.

Warm up task

Can you remember the
features of an informal
letter?

So, what are the features of an informal letter?

What does informal mean?

It is a letter that is sent to someone you know and could be your friend.

It still needs to be written in full sentences, but you will write like you know the people.

Before we start planning our letters, we need to think about our PAT

What does PAT stand for?

P – Purpose

A – Audience

T – Type

What will our PAT be for these letters.

So we are now going to work through our planning sheets.

We will talk about each section as we plan it. Thinking about what needs to be included and what we are going to include for our letters.

What is the first part of our letters and our plans?

The recipient's address

Who are we sending these letters to and what address can we use?

Apostles Class
St Nicholas Primary Academy
Woad Farm Road
Boston
PE21 0EF

What comes next?

The greeting

As we know the name of the class we are sending it to, we can be informal. What greeting might we use?

Dear Apostles Class

What comes next?

Paragraph 1 – The introduction

In this paragraph we need to introduce why we are writing to them.

Remember, we are writing informally.

Let's have a go at planning the introduction together first.

What comes next?

Paragraph 2

This paragraph informs Apostles class what you are wanting to tell them.

We are going to be telling them about what they will be doing during Traders and Raiders when they are in Year 3!

Let's have a go at planning Paragraph 2 together first.

What comes next?

Paragraph 3 – The conclusion

The conclusion finishes your letter. You remind the reader of the best points and tell the reader that you're looking forward to hearing from them.

Let's have a go at planning Paragraph 3 together first.

What comes next?

The ending and your name

How will you end your letter?

Many thanks, all the best, your friend, take care or can you think of your own?

I don't think I need to explain how to plan your names.