

WALT write an informal letter

Your task today is to continue writing
your informal letter.

Have you got enough information / detail
in your letter?

Once you think you have finished,
thoroughly edit your letter.

Let's remind ourselves of the structure...

1. Sender's address
2. Recipient's address
3. Salutation (greeting)
4. Introductory paragraph asking about how they are
5. Information about what you have been doing
6. Concluding paragraph (miss you etc)

Let's remind ourselves of the writing features...

- first person
- vocabulary that is chatty / informal
- address the reader directly
- extra information within a sentence (embedded clause)
- fronted adverbials to help structure and sequence our letter

You might also like to include...

- Rhetorical questions directly addressing the reader – e.g. *wie gehst du?...how are things back in Blighty?*
- 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 – e.g. *tommies, archies, dekkor, Boche, Blighty, Heimat*
- Use of personal pronouns throughout – *I, you, we*
- Question tags – *would go to No Man's Land... crazy, right?!... You know how much I like my sleep, don't you?!*
- Use of exclamation marks – *tommies and all! Repulsive latrines!*
I walloped from miles away!
- Use of parenthesis for personal commentary – *(like my hopes) (I saved it for later) (that means you're a beauty)*

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