Y6 Letter Writing: Formal Genre Features Checklist

	✓	✓	✓
Did I include...	**Child**	**Friend**	**Teacher**
Structure and Language			
the sender's address?			✓
the date?			✓
an appropriate greeting?			✓
an introduction?			✓
paragraphs around a theme?			✓
first person form?			✓
vocabulary that shows a chatty, informal style?			✓
places where the writer addresses the recipient directly?			✓
a conclusion?			✓
a complimentary close?			✓
the sender's name or signature at the end?			✓

Y6 Example Text Letter Writing: Informal Genre Features Checklist

	✓	✓	✓
Did I include...	**Child**	**Friend**	**Teacher**
Structure and Language			
the sender's address?			
the date?			
an appropriate greeting?			
an introduction?			
paragraphs around a theme?			
first person form?			
vocabulary that shows a chatty, informal style?			
places where the writer addresses the recipient directly?			
a conclusion?			
a complimentary close?			
the sender's name or signature at the end?			