

# Y5 Letter Writing: Informal Example Text

27 Common Lane,  
Familiar Town,  
Yorkshire,  
S24 9TD

24th March 2017

To Billy,

I am sorry for not writing sooner. Honestly, I have been meaning to contact you ever since you moved away and I shouldn't have taken so long.

How is your new house? You're probably still getting used to the smaller bedroom. I hope you've managed to unpack everything now. Somewhere nearby, is there a park you're allowed to go to? No way will the equipment be as exciting as where we used to hang out, I bet!

At night, when I'm on my own, I keep wondering whether you would've had to move if your mum hadn't found out what we were doing. She said that moving away was for your own good but I don't see how it can be good to make you leave immediately with no explanation. We were so close to the source of the truth too. There's still something strange about that scratching noise, which we kept hearing, coming from the woods.

It's not like we were misbehaving. Maybe curiosity just got the better of us and we should have known better or maybe we really are too mischievous for our own good, like we kept getting told! We were such a great team though you and me. Even if it was you that first suggested exploring near the cemetery, you didn't have to persuade me. I made

## Y5 Letter Writing: Informal

### Example Text

my own decision so don't blame yourself. I still reckon we'd have been fine if the thunder and lightning hadn't started. Eventually, in the mud and the darkening night, the trail out of that place just seemed to disappear.

We have a new neighbour now. Mum says that the family is a nuisance. I miss you all even that little sister of yours! Please apologise to your mum for everything that happened but don't tell her that I'm definitely still determined to uncover the secret of the hooded gardener and the stolen animals.

Got to go now. Hope we get to see each other again sometime soon. Write back if you can.

From your best mate (forever),  
Greg



# Y5 Letter Writing: Informal Example Text

## Annotated Genre Features

27 Common Lane,<sup>1</sup>  
Familiar Town,  
Yorkshire,  
S24 9TD

<sup>1</sup> write the sender's address

24th March 2017<sup>2</sup>

<sup>2</sup> write the date

<sup>3</sup> write an appropriate greeting

To Billy,<sup>3</sup>

<sup>4</sup> write an introduction

I am sorry for not writing sooner. Honestly, I have been meaning to contact you ever since you moved away and I shouldn't have taken so long.<sup>4</sup>

<sup>5</sup> write in paragraphs around a theme

How is your new house?<sup>8</sup> You're probably still getting used to the smaller bedroom. I hope you've managed to unpack everything now. Somewhere nearby is there a park you're allowed to go to? No way will the equipment be as exciting as where we used to hang out, I bet!<sup>7</sup>

<sup>6</sup> use first person

At night, when I'm<sup>6</sup> on my own, I<sup>6</sup> keep wondering whether you would've had to move if your mum hadn't found out what we<sup>6</sup> were doing. She said that moving away was for your own good but I don't see how it can be good to make you leave immediately with no explanation. We were so close to the source of the truth too. There's<sup>7</sup> still something strange about that scratching noise, which we kept hearing coming from the woods.

<sup>7</sup> use a chatty, informal style

<sup>8</sup> address the recipient directly

It's not like we were misbehaving.<sup>7</sup> Maybe curiosity just got the better of us and we should have known better or maybe we really are too mischievous for our own good, like we kept getting told! We were such a great team though you and me. Even if it was you that first suggested exploring near the cemetery, you didn't have to persuade me. I made

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### Example Text Annotated Genre Features

my own decision so don't blame yourself.<sup>8</sup> I still reckon we'd have been fine<sup>7</sup> if the thunder and lightning hadn't started. Eventually, in the mud and the darkening night, the trail out of that place just seemed to disappear.

<sup>5</sup> write in paragraphs around a theme

<sup>7</sup> use a chatty, informal style

<sup>8</sup> address the recipient directly

We have a new neighbour now. Mum says that the family is a nuisance. I miss you all even that little sister of yours!<sup>7</sup> Please apologise to your mum for everything that happened but don't tell her that I'm definitely still determined to uncover the secret of the hooded gardener and the stolen animals.

Got to go now. Hope we get to see each other again sometime soon. Write back if you can.<sup>9</sup>

From your best mate (forever),<sup>8&10</sup>  
Greg<sup>11</sup>

<sup>9</sup> write a conclusion

<sup>11</sup> finish with the sender's name or signature



<sup>10</sup> use a complimentary close

# Y5 Letter Writing: Informal Example Text Annotated

## Grammar, Punctuation and Spelling Features

All text: Uses the full range of spelling, grammar and punctuation features taught in previous year groups, including pronouns for cohesion, adverbials, and the correct tense throughout

All text: Selects appropriate grammar and vocabulary to match the purpose and audience

<sup>3</sup> Describes settings, characters and atmosphere.

<sup>4</sup> Uses organisational and presentational devices that are relevant to the text type, e.g. headings, bullet points, underlining, could refer to everything including address, date and greeting

<sup>5</sup> Précises longer passages. refers to entire paragraph, précising longer implied story

<sup>6</sup> Uses linking words/phrases between sentences and paragraphs to build cohesion including time adverbials, e.g. later; place adverbials, e.g. nearby; and number, e.g. secondly.

27 Common Lane,<sup>4</sup>  
Familiar Town,  
Yorkshire,  
S24 9TD<sup>14</sup>

24th March 2017<sup>4</sup>

<sup>7</sup> Uses relative clauses beginning with a relative pronoun (who, which, where, when, whose, that), e.g. Professor Scriffle, who was a famous inventor, had made a new discovery

<sup>8</sup> Uses adverbs and modal verbs to indicate degrees of possibility, e.g. surely, perhaps, should, might, etc.

<sup>9</sup> Uses brackets, dashes or commas to indicate parenthesis

<sup>10</sup> Uses commas to clarify meaning or to avoid ambiguity

<sup>11</sup> Spells a wider range of verb prefixes correctly, e.g. deactivate, overturn, misconduct, etc.

<sup>12</sup> Spells nouns or adjectives converted into verbs using suffixes, e.g. designate, classify, criticise, etc.

<sup>13</sup> Spells more complex homophones correctly, e.g. affect/effect, practice/practise, etc.

<sup>14</sup> Spells most words correctly from the Y5/6 statutory spelling list. (May have thrown in too many; some could be left off in the interest of space and layout etc)

To Billy,<sup>4</sup>

I am sorry for not writing sooner. Honestly, I have been meaning to contact you ever since you moved away and I shouldn't<sup>8</sup> have taken so long.

How is your new house? You're probably<sup>8</sup> still getting used to the smaller bedroom. I hope you've managed to unpack<sup>11</sup> everything now. Somewhere nearby<sup>6</sup> is there a park you're allowed<sup>13</sup> to go to? No way will the equipment<sup>14</sup> be as exciting as where we used to hang out, I bet!

At night<sup>6,9</sup> when I'm on my own<sup>7,9</sup> I keep wondering whether<sup>13</sup> you would've<sup>8</sup> had to move if your mum hadn't found out what we were doing. She said that moving away was for your own good but I don't see how it can be good to make you leave immediately<sup>14</sup> with no explanation. We were so close to the source<sup>13</sup> of the truth too. There's still something strange about that scratching noise, which we kept hearing coming from the woods<sup>7</sup>.

It's not like we were misbehaving<sup>11</sup>. Maybe curiosity<sup>14</sup> just got the better of us and we should<sup>8</sup> have known better or maybe we really are too mischievous<sup>14</sup> for our own good,<sup>10</sup> like we kept getting told! We were such a great team though you and me. Even if it was you that first suggested exploring near the cemetery<sup>14</sup>, you didn't have to persuade<sup>14</sup> me. I made my own decision so don't blame

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## Annotated Grammar, Punctuation and Spelling Features

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<sup>6</sup> Uses linking words/phrases between sentences and paragraphs to build cohesion including time adverbials, e.g. later; place adverbials, e.g. nearby; and number, e.g. secondly.

yourself. I still reckon we'd have been fine if the thunder and lightning hadn't started<sup>3</sup>. Eventually<sup>6,9</sup> in the mud and the darkening<sup>12</sup> night,<sup>9</sup> the trail out of that place just seemed to disappear<sup>11</sup>.

We have a new neighbour<sup>14</sup> now. Mum says that the family is a nuisance<sup>14</sup>. I miss you all even that little sister of yours! Please apologise<sup>12</sup> to your mum for everything that happened but don't tell her that I'm definitely<sup>8</sup> still determined<sup>14</sup> to uncover<sup>11</sup> the secret of the hooded gardener and the stolen animals.

Got to go now. Hope we get to see each other again sometime soon. Write back if you can.

From your best mate<sup>4</sup> (forever)<sup>9</sup>,  
Greg



<sup>7</sup> Uses relative clauses beginning with a relative pronoun (who, which, where, when, whose, that), e.g. Professor Scriffle, who was a famous inventor, had made a new discovery

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To Billy,<sup>4</sup>

I am sorry for not writing sooner. Honestly, I have been meaning to contact you ever since you moved away and I **shouldn't**<sup>8</sup> have taken so long.

How is your new house? You're **probably**<sup>8</sup> still getting used to the smaller bedroom. I hope you've managed to **unpack**<sup>11</sup> everything now. **Somewhere nearby**<sup>6</sup> is there a park you're **allowed**<sup>13</sup> to go to? No way will the **equipment**<sup>14</sup> be as exciting as where we used to hang out, I bet!

**At night**<sup>6,9</sup> **when I'm on my own**<sup>7,9</sup> I keep wondering **whether**<sup>13</sup> you **would've**<sup>8</sup> had to move if your mum hadn't found out what we were doing. She said that moving away was for your own good but I don't see how it can be good to make you leave **immediately**<sup>14</sup> with no explanation. We were so close to the **source**<sup>13</sup> of the truth too. There's still something strange about that scratching noise, **which we kept hearing coming from the woods**<sup>7</sup>.

It's not like we were **misbehaving**<sup>11</sup>. Maybe **curiosity**<sup>14</sup> just <sup>5</sup> got the better of us and we **should**<sup>8</sup> have known better or maybe we really are too **mischievous**<sup>14</sup> for our own good,<sup>10</sup> like we kept getting told! We were such a great team though you and me. Even if it was you that first suggested exploring near the **cemetery**<sup>14</sup>, you didn't have to **persuade**<sup>14</sup> me. I made my own decision so don't blame

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yourself. I still reckon we'd have been fine **if the thunder and lightning hadn't started**<sup>3</sup>. **Eventually**<sup>6,9</sup> in the mud and the **darkening**<sup>12</sup> night,<sup>9</sup> the trail out of that place just seemed to **disappear**<sup>11</sup>.

We have a new **neighbour**<sup>14</sup> now. Mum says that the family is a **nuisance**<sup>14</sup>. I miss you all even that little sister of yours! Please **apologise**<sup>12</sup> to your mum for everything that happened but don't tell her that I'm **definitely**<sup>8</sup> still **determined**<sup>14</sup> to **uncover**<sup>11</sup> the secret of the hooded gardener and the stolen animals.

Got to go now. Hope we get to see each other again sometime soon. Write back if you can.

**From your best mate**<sup>4</sup> (**forever**)<sup>9</sup>,  
Greg



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