



YEAR 5 - ENGLISH - INFORMAL LETTER KEY KNOWLEDGE ORGANISER

Does your informal letter include...

the sender's address?	
the date?	
an appropriate greeting?	
an introduction?	
paragraphs around a theme?	
writing in the first person?	
vocabulary that shows a chatty, informal style?	
places where the writer addresses the recipient directly?	
a conclusion?	
a complimentary close?	
impersonal writing in the third person?	
the sender's name or signature at the end?	

Sentence Starters

After that...

Although I...

Before I tell you about...

Did you know that...?

Do you remember
when...?

I am writing
because...

I am writing to tell
you that...

I hope that...

When I next...

Greetings and Complimentary Closes

Dear...

Dearest...

My friend...

To...

Hey...

All the best,

Best wishes,

Love from,

See you soon,

Speak later,

Word Bank

address	enough	thank you
after	favourite	therefore
although	mention	though
answer	please	thought
because	possible	until
before	promise	when
dear	since	

In your writing, can you correctly use...

- capital letters?
- full stops?
- question marks?
- exclamation marks?
- commas?
- apostrophes?
- punctuation for parenthesis?

A	Capital letters for sentences, initials and proper nouns.
.	Full stops
!	Exclamation marks for exclamations or surprise.
?	Question marks
,	Apostrophes for possession and missing letters.
,	Commas in lists, and sentences.

First Person

I	me	my	mine	myself
.....	we	us	our	ourselves	