

*sender's
address*

date

*appropriate
greeting*

introduction

*chatty,
informal
style*

conclusion

*complimentary
close*

*finishes
with the
sender's
name or
signature*

*Y3/Y4
statutory
spelling
words*

*standard
English verb
inflections
consistently
used, e.g. we
were not we was,
I did not I done*

*writing
organised
into
paragraphs
around a
theme.*

*simple layout
devices in
non-fiction
used, e.g.
headings and
sub-headings*

*nouns or
pronouns used
appropriately
to aid cohesion
and avoid
repetition, e.g.
he, she, they, it*

*noun phrases expanded
by the addition of
modifying adjectives
and prepositional
phrases, e.g. the strict
teacher with curly hair*

*fronted
adverbials used
followed by
a comma, e.g.
As quick as
a flash, Last
weekend*

possessive
apostrophes
used
accurately
for plural
possession

prefix words
spelt correctly,
e.g. irrelevant,
autograph,
incorrect, disobey,
superstar,
antisocial

suffix
words spelt
correctly,
e.g. usually,
poisonous,
adoration

homophones
spelt
correctly,
e.g. which
and witch

knowledge
of word
families
used to aid
spelling