

Y5 Letter Writing: Informal Genre Features Checklist



Did I ...	Child	Friend	Teacher
Structure and Language			
write the sender's address?			✓
write the date?			✓
write an appropriate greeting?			✓
write an introduction?			✓
write in paragraphs around a theme?			✓
use first person?			✓
use a chatty, informal style?			✓
address the recipient directly?			✓
write a conclusion?			✓
use a complimentary close?			✓
finish with the sender's name or signature?			✓

Y5 Letter Writing: Informal Genre Features Checklist



Did I ...	Child	Friend	Teacher
Structure and Language			
write the sender's address?			
write the date?			
write an appropriate greeting?			
write an introduction?			
write in paragraphs around a theme?			
use first person?			
use a chatty, informal style?			
address the recipient directly?			
write a conclusion?			
use a complimentary close?			
finish with the sender's name or signature?			