formal vocabulary and sentence structure that matches the formality of the text

a range of linking words/phrases, including adverbials, to join sentences and paragraphs together (e.g. first, then, after, while, significantly, likewise, for instance etc.) as well as repetition and ellipsis

passive verbs (e.g. The Spanish team were beaten by France or The sweets were eaten by the children.)

multi-clause sentences

single clause sentence for effect – short and snappy sentence

relative clauses within sentences starting with who, which, where, when, whose and that. (e.g. My mum, who is a great chef, cooked dinner for me.)

preposition phrases to add detail and clarity (e.g. under the floorboards, across the room, etc.)

adverbs and adverbials to add detail and clarity (e.g. bravely, often, repeatedly, in the blink of an eye, etc.)

expanded noun phrases to add detail and clarity (e. g. a state-of-the-art computer or a hideous, green alien with a pointy nose.)

commas for clarity

apostrophes for possession

brackets, dashes and commas for parenthesis

semi-colons, dashes and colons to separate clauses

hyphens to avoid ambiguity

Y5/Y6 statutory spelling words

sender's address in the top right-hand corner

the recipient's address on the left-hand side

the date on the left-hand side

formal greeting followed by a comma

an introduction to tell the reader why you are writing

formal sentence starters used, such as 'I am writing to inform you' or 'I would like to express', etc.

more details included in paragraphs

a conclusion to tell the reader what you want to happen next

a formal sign off, i.e. Yours faithfully because we don't know the name of the recipient, followed by a comma

sender's name

modal verbs (e.g. can, could, should, would, etc.)