






# SPaG: Formal and Informal Writing

<p><b>Aim:</b> Recognise the difference between structures typical of informal speech and structures appropriate for formal speech and writing, (including the use of the subjunctive form.)</p> <p>I can identify the differences between formal and informal speech and writing and write in a formal style.</p>	<p><b>Prior Learning:</b> It will be helpful if children have completed Y6 Formal and Informal Language: Speech Lesson 1. Revision of letter writing would be useful.</p>	<p><b>Resources:</b> <a href="#">Lesson Pack</a></p>
<p><b>Success Criteria:</b> I can identify and explain the differences between formal and informal writing. I can write in a formal or informal style using appropriate language features. I can recognise and use the subjunctive form in formal writing.</p>	<p><b>Key/New Words:</b> formal, informal, subjunctive</p>	<p><b>Preparation:</b> <a href="#">Activity Sheet Types of Writing Cards</a> - 1 per group <a href="#">Formal Letter Example</a> - 1 per child Differentiated <a href="#">Activity Sheet Writing a Formal Letter</a> - 1 per child <a href="#">Activity Sheet Formal and Informal Text Types</a> - 1 per pair Differentiated <a href="#">Activity Sheet Writing Emails</a> - 1 per child <a href="#">Mini Test</a> - 1 per child <a href="#">Application Activity</a> - 1 per child</p>

	<p><b>Introductory Activity: Formal and Informal Writing</b> Read the information from the first slide. Ask children to discuss when and why formal and informal writing could be used using the <a href="#">Types of Writing Cards Activity Sheet</a>. Sort the cards into 'formal', 'informal' or 'formal or informal'. Share and discuss the children's reasons for sorting the cards this way. <i>Can children correctly identify which texts could be formal and informal and recognise that the audience and reason for writing will affect the style of writing that is used?</i></p>
	<p><b>Independent Focused Activity: Defining Formal Writing</b> Read the information about the features of formal and informal writing (and the use of subjunctive forms if required). Read the <a href="#">Formal Letter Example</a> together. Discuss tricky vocabulary and formal writing features. (You may wish to revise the conventions of formal letter writing.) Children then complete the differentiated <a href="#">Writing a Formal Letter Activity Sheet</a> to respond to the letter. <i>Look for children who are able to write using a convincing formal style using the appropriate language features. (Can they use the subjunctive form?)</i></p>
	<p><b>Review Activity: Formal and Informal Text Types</b> In pairs children complete the <a href="#">Formal and Informal Text Types Activity Sheet</a>. <i>Can children correctly identify which texts could be formal and informal and recognise that the audience and reason for writing will affect the style of writing that is used?</i></p>
	<p><b>Consolidation Activity: Writing Emails</b> Children complete the differentiated <a href="#">Writing Emails Activity Sheet</a> to practise writing in informal and formal styles. <i>Look for children who are able to adopt and maintain the appropriate formal or informal writing style and associated language features to write for a specific purpose.</i></p>
	<p><b>Assessment: Formal Writing</b> Children complete the <a href="#">Mini Test</a> and <a href="#">Application Activity</a>. They identify formal and Informal writing styles in the mini-test and then re-write an informal text in a formal style to practise applying their learning.</p>