



How to Set Out an Informal Letter

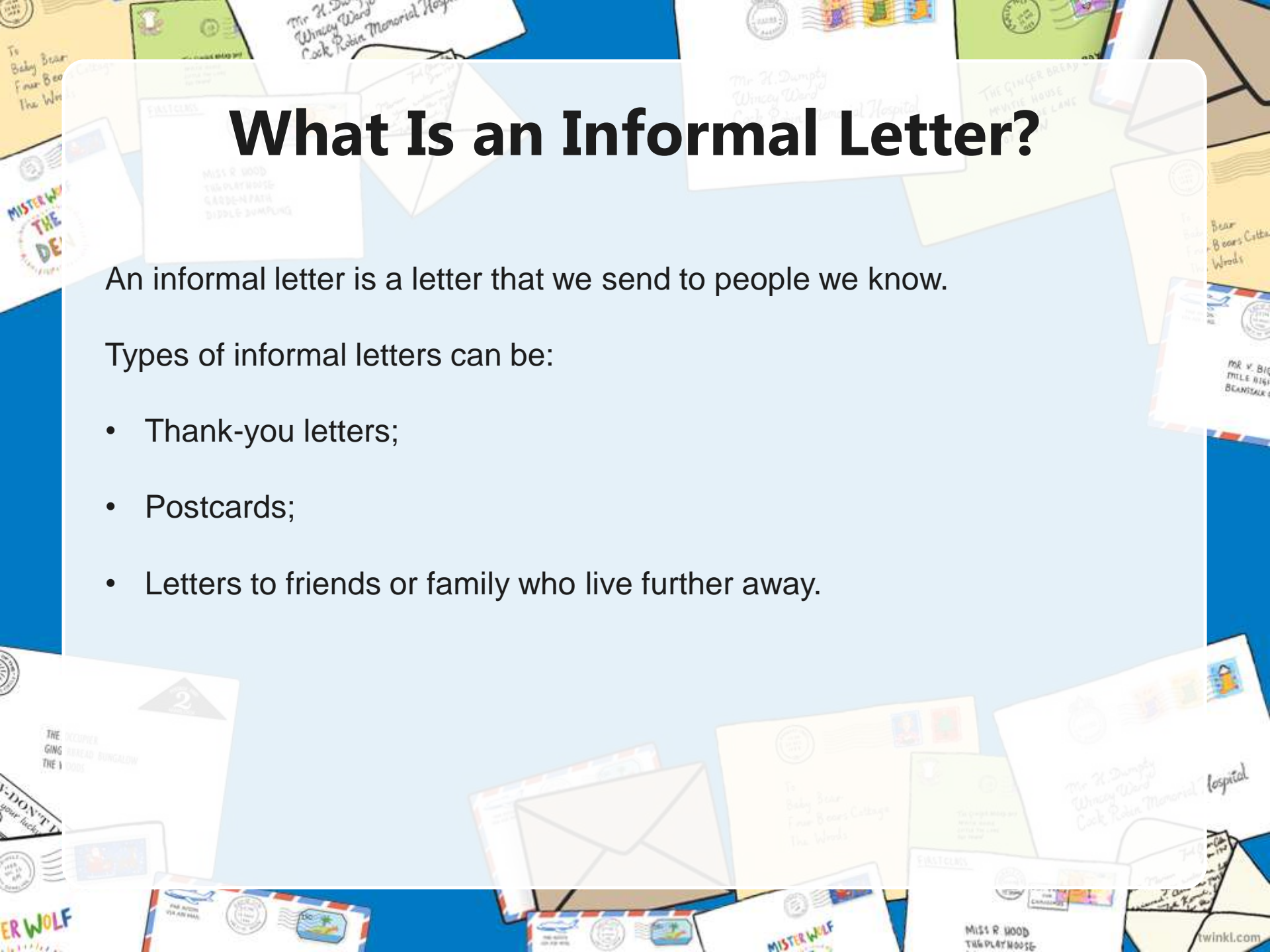


What Is an Informal Letter?

An informal letter is a letter that we send to people we know.

Types of informal letters can be:

- Thank-you letters;
- Postcards;
- Letters to friends or family who live further away.



Example of a Thank-you Letter

1 Christmas Lane
Newtown
Northwood
SA1 NTA

Friday 2nd January 2021

Dear Santa,

I am writing to thank you for the nice presents you left at my house on Christmas Eve. I couldn't believe my eyes when I saw them all and so well wrapped. You're elves must have been very busy this year.

I especially loved the bike and have been learning how to ride it, as I have'nt had one without stabilisers before. The pink helmet is a perfect fit and I wear it to protect my head when I'm on my bike in case I fall off.

My brother James loved his train set and has been playing with it everyday since you brang it. He loves the noises it makes and conecting all of the carrages together.

I hope you and Mrs Claus have a lovely holiday and the elves and reindeers have a well deserved rest.

Love from
Daisy xx

Example of a Letter to Friends or Family

Little Red Riding Hood
12 Fairy Tale Lane
The Village
FT7 8VP

Friday 23rd May 2020

Dear Gran,

How are you? Mum told me you haven't been feeling very well. I have baked you some of your favourite cakes and wondered when it would be possible for me to come and visit?

Hope to see you soon.

Lots of love
Little Red Riding Hood xx

How to Write an Informal Letter

Step 1 – Write your address in the top right hand corner of your letter.

Stanley Yelnats
Camp Green Lake
Austin
Texas

How to Write an Informal Letter

Step 2 – Write the date underneath your address.

Stanley Yelnats
Camp Green Lake
Austin
Texas

Friday 15th January 2021

How to Write an Informal Letter

Step 3 – Write the name of the person who the letter is for below the date on the left hand side. You can use 'Dear' or a more informal greeting, such as 'Hello', or 'Hi'. Add a comma after the person's name.

Stanley Yelnats
Camp Green Lake
Austin
Texas

Friday 15th January 2021

Dear mom,

How to Write an Informal Letter

Step 4 – Tell the person why you are writing to them.

Stanley Yelnats
Camp Green Lake
Austin
Texas

Friday 15th January 2021

Dear mom,

I'm just writing to tell you about all the amazing things I've seen and done so far here at Camp Green Lake.

How to Write an Informal Letter

Step 5 – Add any extra information you would like to tell them.

Stanley Yelnats
Camp Green Lake
Austin
Texas

Friday 15th January 2021

Dear mom,

I'm just writing to tell you about all the amazing things I've seen and done so far here at Camp Green Lake.

We will come back to this later!!

How to Write an Informal Letter

Step 6 – Finish off your letter using an appropriate ending e.g. 'Love from' or 'See you soon', followed by your name.

Stanley Yelnats
Camp Green Lake
Austin
Texas

Friday 15th January 2021

Dear mom,

I'm just writing to tell you about all the amazing things I've seen and done so far here at Camp Green Lake.

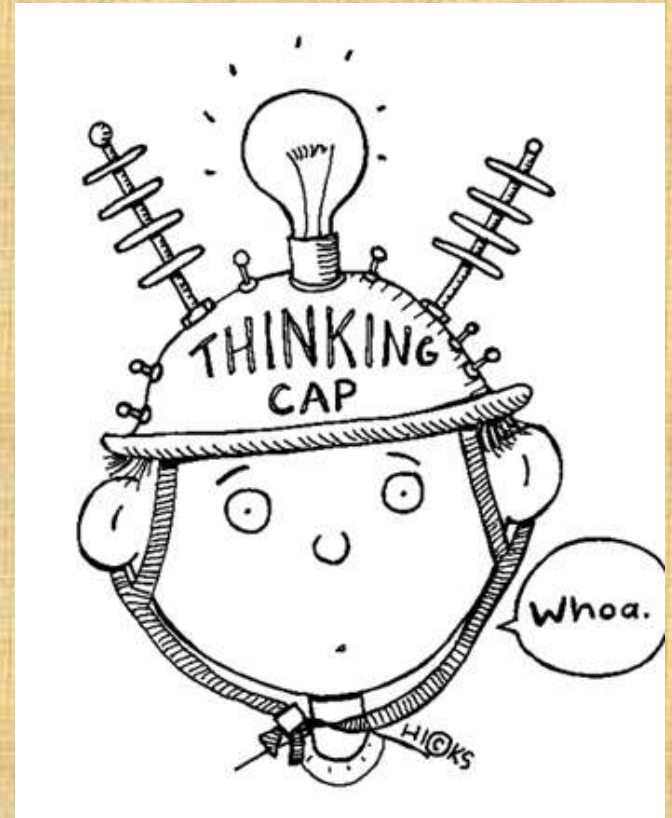
Love from
Stanley xx

L.O TO BE ABLE TO WRITE A LETTER **INCLUDING SEMI COLONS**

I can use a semi colon to link two related sentences.

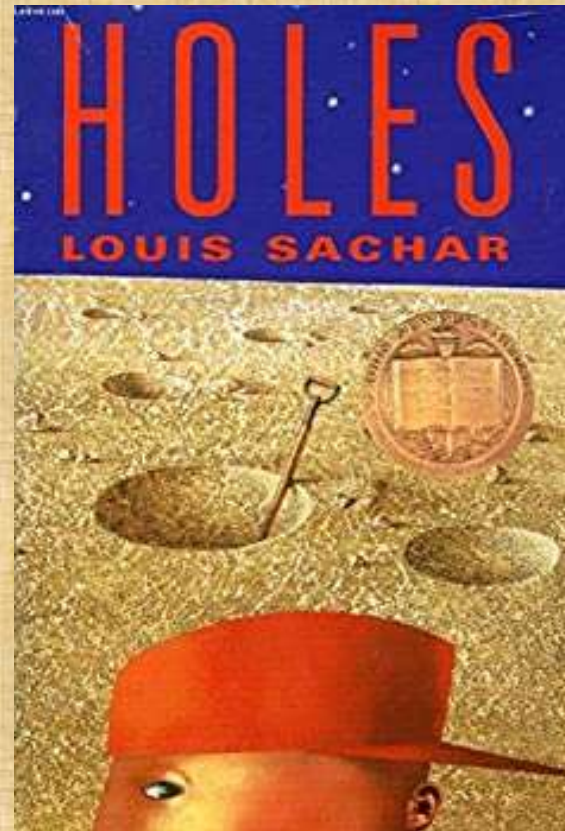
I can write in character and understand the purpose of my writing.

I can include tier three (high level) vocabulary in my writing.



L.O. TO BE ABLE TO WRITE A LETTER INCLUDING SEMI COLONS

- ✖ In chapter 9 Stanley writes to his Mom to tell her how he is doing and what's going on at Camp Green Lake.



L.O. TO BE ABLE TO WRITE A LETTER INCLUDING SEMI COLONS.

- ✗ Today was my first day at camp and I've already made some friends. We've been out on the lake all day, so I'm pretty tired. Once I pass the swimming test, I'll learn how to water-ski.

In the letter he doesn't tell her the truth because he doesn't want her to worry about him – so he tells some 'white lies'.

L.O. TO BE ABLE TO WRITE A LETTER INCLUDING SEMI COLONS.

- ✗ Your task is to write Stanley's full letter. It needs to be set out as we have discussed and must include some of the following:
- ✗ What Camp Green Lake is like (LIE – e.g. very green and a huge lake!) ,
- ✗ What 'fun things' he is doing there (LIE – will you write that you have to dig holes?) ,
- ✗ What 'lovely' food he is having (LIE – loads of tasty food!) , What the staff are like (LIE – all friendly?!) ,
- ✗ What the other boys are like (LIE – all friendly?!) , What the accommodation is like (LIE – luxurious?) ,
- ✗ How much he is enjoying himself! (LIE – having a great time!) ,
- ✗ Ask about Dad and his inventions , Include something about the sneakers –
- ✗ For this part of your letter try to include two linked independent clauses punctuated with a semi colon.
- ✗ E.g. Mr Sir really looks out for all the boys here; he explained how dangerous the lake can be,

L.O. TO BE ABLE TO WRITE A LETTER INCLUDING SEMI COLONS.

- ✗ What other 'white lies' could we come up with?