

MESSAGE – SUCCESS CRITERIA

Writing a message



- My message starts with a salutation 'Hi' or 'Dear' followed by a comma and the name of the recipient.
- I have skipped a line between the salutation and the message.
- I have started my message right under the comma.
- My message is clear, focused and easy to understand.
- I have used the first person 'I'.
- I have used a friendly, chatty style of writing.
- I have used the correct punctuation marks.
- My message has a closing such as 'From', 'Yours' or 'Love' followed by a comma.
- I have skipped a line between the message and the closing.
- I have signed my message under the closing.
- I have skipped two lines between the closing and my name.
- I have checked for spelling errors.
- My message is neat and legible.



DIRECTIONS – SUCCESS CRITERIA

Writing directions

- My directions are easy to follow.
- My directions follow a logical sequence.
- I have used connecting words (e.g. first...).
- I have used verbs in the imperative mood.
- My directions begin with a capital letter.
- My directions end with the correct punctuation marks.
- I have checked for spelling errors.
- My directions are neat and legible.

