

## INFORMAL LETTER – SUCCESS CRITERIA

### Writing an informal letter

- I have included an address in the upper right-hand corner.
- I have skipped a line and wrote the date under the address.
- I have skipped a line and wrote the salutation, “Dear” followed by the name of the person receiving the letter and a comma in the left-hand corner.
- I have skipped a line and started my introduction right under the comma.
- My introduction has 2/3 sentences and consists of a greeting, a reference to the last letter and the reason why I am writing the letter.
- I have included three body paragraphs and skipped a line between each body.
- My conclusion has 2/3 sentences, sums up my letter, sends my regards and asks the receiver to write back.
- I have asked questions throughout the letter.
- I have used the first person ‘I’.
- I have used a friendly, chatty style of writing.
- I have indented the introduction, the body paragraphs and the conclusion.
- My letter has a closing; “Best regards”, “Best wishes” or “Love” followed by a comma.
- I have signed my letter.
- I have used the correct punctuation.
- I have checked for spelling errors.