

Writing a message



- My message starts with a salutation 'Hi' or 'Dear' followed by a comma and the name of the recipient or just with the name of the recipient.
- My message has a closing 'From', 'Yours' or 'Love' followed by a comma and your name or just your name.
- My message is clear, focused and easy to understand.
- I used the first person 'I'.
- I used a friendly, chatty style of writing.
- My sentences begin with capital letters.
- My sentences end with correct punctuation marks.
- I checked for spelling errors.
- My message is neat and legible.

