

Year 6 Literacy Formal letter			
Date	Element		
	I have included the address in the correct place.		
	I have included the date and greeting in the correct place.		
	I have included the sign off in the correct place.		
	The opening paragraph explains the reason for my letter.		
	The opening paragraph says who I am writing to.		
	I have used an appropriate greeting.		
	I have used a formal tone.		
	The body of the letter (middle paragraphs) explains the essence of my letter.		
	I have used standard English.		
	I tell the person I am writing to exactly what I am expecting them to do.		
	<u>Peer/self editing - How could I improve this formal letter?</u>		

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