

Y3 Letter Writing: Informal Example Text

Winter Palace Hotel
Cairo
Egypt
22nd October, 1922

Dear Aunties,

How's everyone doing back in cold, drizzly England? It's roasting hot here in the Sahara!

Well it's been such a busy week so far here in Cairo while we've been planning our next trip up the River Nile to Luxor. Do you remember that's where I told you we're going to look for King Tutankhamun's grave? Before we can leave, I have to make sure we've got all of our stuff packed ready. Mind you, I'll have to hire dozens of people to carry it all from the boat to the dig site once we get there since it weighs an awful lot!

My favourite donkey's leg is a bit poorly and she's incapable of walking so I'll have to get her some medicine and ask a vet to look at her if I can find one. Hope that's not too expensive or Lord C will moan about the cost!

I reckon we're really onto the right place this time. All the information I've gathered shows Tut's just got to be there. Fingers crossed everyone!

I'll write again when I've got some more news.

Love,
Howard X

Y3 Letter Writing: Informal Example Text

Oak Tree House
Norwich Road
Swaffam
Norfolk
5th November, 1922

Dear Howard,

We loved getting your last letter from Cairo because it's great hearing what you've been up to.

It sounds incredible to be in Egypt hunting for all those fabulously beautiful artefacts. When we showed our friend Ada a picture from the newspaper of what you're doing, she said, "Ooh, I wish I was there too!"

All the family is excited to see what miraculous treasures you unearth in Luxor. Or maybe I should say un-sand? Ha ha! I've got a little bet on that there'll be several ounces of gold and I don't want to be disappointed!

I'm sending some new handkerchiefs with this note because I just bet you've lost yours again! It must get sweltering there as well so they'll certainly come in handy for wiping your face!

We're so looking forward to hearing more of your news soon, and good luck searching for your 'old pal' King Tutankhamun.

Lots of love,
Aunty Vera X

Y3 Letter Writing: Informal Example Text

Annotated Genre Features

Winter Palace Hotel
Cairo
Egypt¹
22nd October, 1922²

¹ sender's address

² the date

³ appropriate
greeting

Dear Aunties,³

⁴ introduction

How's everyone doing back in cold, drizzly England? It's roasting hot here in the Sahara!⁴

⁵ chatty, informal
style

Well⁵ it's been such a busy week so far here in Cairo while we've been planning our next trip up the River Nile to Luxor. Do you remember⁵ that's where I told you we're going to look for King Tutankhamun's grave? Before we can leave, I have to make sure we've got all of our stuff⁵ packed ready. Mind you⁵, I'll have to hire dozens of people to carry it all from the boat to the dig site once we get there since it weighs an awful lot!

My favourite donkey's leg is a bit poorly⁵ and she's incapable of walking so I'll have to get her some medicine and ask a vet to look at her if I can find one. Hope that's not too expensive or Lord C⁵ will moan⁵ about the cost!

I reckon⁵ we're really onto the right place this time. All the information I've gathered shows Tut's⁵ just got to be there. Fingers crossed everyone!⁵

⁶ conclusion

I'll write again when I've got some more news.⁶

⁷ complimentary
close

Love,⁷

⁸ finishes with the
sender's name or
signature

Howard X⁸

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We're so looking forward to hearing more of your news soon, and good luck searching for your 'old pal' King Tutankhamun.⁶

⁷ complimentary
close

Lots of love,⁷

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Aunty Vera X⁸

Y3 Letter Writing: Informal Example Text Annotated

Grammar, Punctuation and Spelling Features

All text: the full range of spelling, grammar and punctuation features taught in previous year groups present throughout the text

² correct tense used consistently

³ present perfect tense

⁴ 'a' or 'an' used correctly

⁵ writing organised into paragraphs around a theme

⁶ simple layout devices in non-fiction, e.g. headings and sub-headings

⁷ conjunctions to express time, place and cause, e.g. when, before, after, while, so, because

⁸ adverbs to express time, place and cause, e.g. then, next, soon, therefore

⁹ prepositions to express time, place and cause, e.g. before, after, during, in, because of

¹⁰ subordinate clauses

[Winter Palace Hotel
Cairo
Egypt
22nd October, 1922]⁶

¹¹ inverted commas in direct speech

¹² a wider range of words with prefixes spelled correctly, e.g. irrelevant, autograph, incorrect, disobey, superstar, antisocial

¹³ a wider range of words with suffixes spelled correctly, e.g. usually, poisonous, adoration

¹⁴ common homophones spelled correctly, e.g. which and witch

¹⁵ some of the year 3 and 4 statutory spelling words spelled correctly

Dear Aunties,

How's everyone doing back in⁹ cold, drizzly England? It's² roasting hot here¹⁴ in⁹ the Sahara!

[Well it's been¹⁴ such a⁴ busy week¹⁴ so far here in⁹ Cairo while⁷ we've been planning³ our next trip up⁹ the River Nile to Luxor. Do you remember¹⁵ that's where I told² you we're going to² look for⁹ King Tutankhamun's grave? Before⁷ we can leave² I have to make sure¹⁴ we've got all of our stuff packed ready. Mind you, I'll have to hire¹⁴ dozens of⁹ people to carry² it all from⁹ the boat to⁹ the dig site [once⁷ we get there since⁷ it weighs¹⁴ an⁴ awful lot!]¹⁰]⁵

My favourite¹⁵ donkey's leg is a⁴ bit poorly and⁷ she's incapable^{12&13} of⁹ walking so⁷ I'll have to get her some¹⁴ medicine¹⁵ and ask a⁴ vet to look at⁹ her [if⁷ I can find one.]¹⁰ Hope that's not too⁸ expensive or Lord C will moan² about⁹ the cost!

I reckon we're really onto⁹ the right place this time⁸. All the information¹³ I've gathered³ shows Tut's just got to be² there¹⁴. Fingers crossed everyone!

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Love,
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Dear Howard,

We loved² getting your¹⁴ last letter from⁹ Cairo [because⁷ it's great hearing² what you've been³ up to⁹.]¹⁰

[It sounds incredible^{12&13} to be in⁹ Egypt hunting for⁹ all those fabulously¹³ beautiful¹³ artefacts. When⁷ we showed² our¹⁴ friend Ada a⁴ picture from⁹ the newspaper of⁹ what you're doing², she said, "Ooh, I wish I was there too!"¹¹

All the family is² excited to see what miraculous¹³ treasures you unearth¹² in⁹ Luxor. Or maybe I should say un-sand? Ha ha! I've got² a⁴ little bet on⁹ that there'll be² several ounces of gold and I don't want to be² disappointed¹²!

I'm sending² some new handkerchiefs with⁹ this note [because⁷ I just bet you've lost³ yours again!]¹⁰ It must get² sweltering there¹⁴ as well so they'll certainly¹³ come in handy for⁹ wiping your face!]⁵

We're² so looking forward to hearing more of⁹ your news soon⁸, and good luck searching for⁹ your 'old pal' King Tutankhamun.

Lots of⁹ love,
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My **favourite**¹⁵ donkey's leg is **a**⁴ bit poorly **and**⁷ she's **incapable**^{12&13} **of**⁹ walking **so**⁷ I'll have to get her **some**¹⁴ **medicine**¹⁵ and ask **a**⁴ vet to look **at**⁹ her [**if**⁷ **I can find one.**]¹⁰ Hope that's not **too**⁸ expensive or Lord C **will moan**² **about**⁹ the cost!

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