Year 3 – letter writing

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| Features of letters |
| I wrote my address on the right-hand side and put the date |
| I wrote Dear . . . followed by a comma |
| In the first paragraph I explained why I was writing |
| In the second paragraph I wrote about . . . |
| In the third paragraph I wrote a closing statement asking for a reply |
| I ended using ‘Yours sincerely’ or an informal phrase for family and friends |
| I was polite |
| I used some short sentences and some long sentences using conjunctions, for example, ‘because’, ‘but’ |
| I used the first person (‘I’, ‘my’ ‘me’) |
| I used capital letters for the names of people, places and titles |