**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LI: to be able to plan and draft, evaluate and edit an informal letter**

**I will be successful if:**

* I can use the correct layout for a letter
* I can write as a character
* I can use informal language
* I can include a range of sentence types (fronted adverbial, relative clause, subordinate conjunctions, expanded noun phrases)
* I can use a range of adverbs (for time and for detail)

|  |  |
| --- | --- |
| I am writing to: |  |
| Why am I writing? |  |
| What are the main things I want to say? |  |
| Who is the letter from? |  |