

Y1 Letter Writing: Formal Example Text

Light Bay Zoo
Harbour Road
Bayside
BA22 222

24 Green Street
Bayside
BA13 653

14th September 2016

Dear Ali,

I am writing to let you know that you have won our dolphin colouring competition. What a great job you did!

We all thought your picture was brilliant and it was the neatest we had seen.

Do you like dolphins? Your wonderful prize is to come to Light Bay Zoo next Friday and be our helper for the day. Your most important job will be to feed the dolphins and help the trainers to teach them their unbelievable tricks. They are learning to jump out of the pool and do flips high in the air. What a splash they make!

We are all really excited about your day with us and we hope you are too.

Yours faithfully,

Mrs Deakin the zookeeper

Y1 Letter Writing: Formal Example Text

Annotated Genre Features

Light Bay Zoo
Harbour Road
Bayside
BA22 222¹

¹ the sender's address

² the recipient's address

24 Green Street
Bayside
BA13 653²

³ the date

14th September 2016³

Dear Ali,⁴

⁴ a formal greeting, 'Dear'...

⁵ an introduction to say why the person is writing

I am writing to let you know that you have won our dolphin colouring competition. What a great job you did!⁵

We all thought your picture was brilliant and it was the neatest we had seen.

Do you like dolphins? Your wonderful prize is to come to Light Bay Zoo next Friday and be our helper for the day. Your most important job will be to feed the dolphins and help the trainers to teach them their unbelievable tricks. They are learning to jump out of the pool and do flips high in the air. What a splash they make!

We are all really excited about your day with us and we hope you are too.⁶

⁶ a conclusion to sum up the letter

⁷ end the letter with 'Yours faithfully' or 'Yours sincerely'

Yours faithfully,
Mrs Deakin the zookeeper⁷

Y1 Letter Writing: Formal Example Text

Annotated Grammar, Punctuation and Spelling Features

¹ capital letters to punctuate a sentence.

Light Bay Zoo²

Harbour Road²

Bayside²

BA22 222

² capital letters for people, places, days of the week and the personal pronoun 'I'.

³ sentences punctuated with full stops.

24 Green Street²

Bayside²

BA13 653

⁴ ideas and sentences joined with 'and'.

14th September² 2016

⁵ common exception words.

Dear¹ Ali,²

⁶ compound word.

I² am writing⁹ to let you know that you⁵ have won our dolphin colouring¹² competition.³ What¹ a great job you did!¹¹

⁷ prefix 'un'.

⁸ plurals spelt correctly.

We¹ all thought your picture was brilliant¹² and⁴ it was⁵ the⁵ neatest¹⁰ we had seen.³

⁹ adding suffixes -ing -ed -er to a root word where there is no change to the verb.

Do¹ you like dolphins⁸?¹¹ Your¹ wonderful¹² prize is to come⁵ to Light Bay Zoo² next Friday² and⁴ be our⁵ helper⁹ for the day.³ Your^{1&5} most important¹² job will be to feed the⁴ dolphins⁸ and⁴ help the trainers⁸ to teach them their unbelievable⁷ tricks⁸.³ They¹ are⁵ learning⁹ to jump out of the pool and⁴ do flips⁸ high¹² in the air.³ What¹ a splash they make!¹¹

¹⁰ adding suffixes -er or -est to the adjective where there is no change to the root word.

¹¹ sentences punctuated with question marks and exclamation marks.

We¹ are all really excited⁹ about your⁵ day with us and⁴ we⁵ hope you⁵ are⁵ too.³

¹² adjective to describe.

Mrs Deakin² the zookeeper⁶

Y1 Letter Writing: Formal Example Text

Annotated Grammar, Punctuation and Spelling Features

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Light Bay Zoo²
Harbour Road²
Bayside²
BA22 222

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BA13 653

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14th September² 2016

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Dear¹ Ali,²

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¹² adjective to describe.

Yours faithfully,

Mrs Deakin² the zookeeper⁶