2 Stone Cottages

**Y2 Letter Writing: Informal Example Text**

Old Road Dawling DW72 5HY

3rd November 2016

Dear Father Christmas,

I am writing to tell you what I would like for my presents this year because it is nearly December. How are you? Is it very snowy in Lapland? I bet your elves are all being very careful making the children’s toys in your workshop.

The first thing I would like is a Galaxy 300 spaceship. It has six lasers, four spinning arms and four shiny silver legs that unfold and slowly move around. How cool! The second thing I would like is a red and blue two-wheel scooter. It has a massive silver horn on the handlebars and lights that flash when you stand on the brake. The third thing I would like isn’t a toy but it would be really handy for my spy club. I would like a large black torch to help me see when I am outside in the darkness.

I have been trying my hardest to be good and helpful for my parents. I make my bed every day, I stopped sucking my thumb in March and I have even stopped teasing my sister. I am also my teacher’s special helper for the listening station at school.

I hope you and the reindeer are resting before Christmas Eve and Mrs Christmas is enjoying putting up the tinsel on your tree. Have a fabulous Christmas if I don’t see you by our fire. What a busy man you are going to be!

Love from,

Jack Box

# Annotated Genre Features

2 Stone Cottages

1sender’s address

Old Road Dawling DW72 5HY1

2 today’s date

3rd November 20162

3 ‘Dear’ and the recipient’s name followed by a comma

Dear Father Christmas,3

4 introduction to establish the purpose of the letter

5 adds more detail

6conclusion to finish the letter

I am writing to tell you what I would like for my presents this year because it is nearly December. How are you? Is it very snowy in Lapland? I bet your elves are all being very careful making the children’s toys in your workshop.4

The first thing I would like is a Galaxy 300 spaceship. It has six lasers, four spinning arms and four shiny silver legs that unfold and slowly move around. How cool! The second thing I would like is a red and blue two-wheel scooter. It has a massive silver horn on the handlebars and lights that flash when you stand on the brake. The third thing I would like isn’t a toy but it would be really handy for my spy club. I would like a large black torch to help me see when I am outside in the darkness.5

7signs off using ‘love from’

I have been trying my hardest to be good and helpful for my parents. I make my bed every day, I stopped sucking my thumb in March and I have even stopped teasing my sister. I am also my teacher’s special helper for the listening station at school.5

I hope you and the reindeer are resting before Christmas Eve and Mrs Christmas is enjoying putting up the tinsel on your tree. Have a fabulous Christmas if I don’t see you by our fire. What a busy man you are going to be!

Love from,7

Jack Box

Stone Cottages14

Old Road14

Dawling14

DW72 5HY

3rd November14 2016

Dear Father13 Christmas14,

I am writing5 to tell you what I would13 like for my presents this year because10 it is nearly December14. How are you?2 Is it very snowy12 in Lapland?16 I bet your elves are all being5 very careful6 making the13 children’s8 toys in your workshop.4

The first thing I would like is a Galaxy14 300 spaceship.4 It has5 six lasers,11 four spinning arms12 and four shiny silver legs12 that10 unfold and slowly6 move5 around.4 How cool!3 The second thing I would13 like is a red and blue two-wheel12 scooter.4&18 It has a massive silver horn12 on the handlebars and9 lights that flash when10 you stand5 on the brake.4 The third thing I would13 like isn’t7 a toy but9 it would13 be really handy for my spy club.4 I would like a large black torch12 to help me see when10 I am outside in the darkness6.4

I am trying my hardest15 to be good and helpful6 for my parents13.4 I make5 my bed every day,11 I stopped5 sucking my thumb in March14,11 I am5 my teacher’s8 special helper for the listening station at school and9 I have even stopped teasing my sister.4

I hope5 you and the reindeer are resting before Christmas13 Eve14 and9 Mrs13 Christmas13 is enjoying5 putting up the tinsel on your tree.4 Have a fabulous Christmas13 if10 I don’t see you by our fire. What a busy man you are going to be!17

Love from,

Jack Box14

**Y2 Letter Writing: Informal Example Text Annotated Grammar, Punctuation and Spelling Features**

7 apostrophe for contraction

6 suffix -ment,

-ness, -ful,

-less, -ly added correctly to root word

5 correct form of past and present tense used (including

progressive form of the past and present tense)

4 sentence punctuated with capital letter and full stop

3 sentence punctuated with an exclamation mark

2 sentence punctuated with a question mark

All text: the full range of SPaG features used from previous year groups shown throughout

including capital letters, full stops, commas in

lists, ambitious adjectives, varied sentence types, most common exception words spelt correctly and

co-ordination within sentences.

10 subordinating conjunction

9 co-ordinating conjunction

8 apostrophe for possession

13 common

exception words

15 suffix ‘est’ in adjectives

16 question

17 exclamation

12 expanded noun phrase for description or detail

11 commas in a list

18 statement

14 capital letter for proper noun

10 **subordinating conjunction**

7 **apostrophe for contraction**

9 **co-ordinating conjunction**

6 **suffix -ment,**

**-ness, -ful,**

**-less, -ly added correctly to root word**

3 **sentence punctuated with an exclamation mark**

4 **sentence punctuated with capital letter and full stop**

All text: the full range of SPaG features used from previous year groups shown throughout

including capital letters, full stops, commas in

lists, ambitious adjectives, varied sentence types, most common exception words spelt correctly and

co-ordination within sentences.

2 **sentence punctuated with a question mark**

5 **correct form of past and present tense used (including**

**progressive form of the past and present tense)**

8 **apostrophe for possession**

**Stone Cottages**14

**Old Road**14

**Dawling**14

DW72 5HY

3rd **November**14 2016

Dear **Father**13 **Christmas**14,

I **am writing**5 to tell you what I **would**13 like for my presents this year **because**10 it is nearly **December**14. **How are you?**2 **Is it very snowy** 12 **in Lapland?**16 I bet your elves **are all being** 5 very **careful** 6 making **the** 13 **children’s**8 toys in your workshop**.**4

The first thing I would like is a **Galaxy**14 300 spaceship**.**4 It **has**5 six lasers**,**11 four **spinning arms**12 and four **shiny silver legs**12 **that**10 unfold and **slowly**6 **move**5 around**.**4 **How cool!**3 **The second thing I would**13 **like is a red and blue two-wheel**12 **scooter.**4&18 It has a **massive silver horn**12 on the handlebars **and**9 lights that flash **when**10 you **stand**5 on the brake**.**4 The third thing I **would**13 like **isn’t**7 a toy **but**9 it **would**13 be really handy for my spy club**.**4 I would like a **large black torch**12 to help me see **when**10 I am outside in the **darkness**6**.**4

I am trying my **hardest**15 to be good and **helpful**6 for my **parents**13**.**4 I **make**5 my bed every day**,**11 I **stopped**5 sucking my thumb in **March**14**,**11 I **am**5 my **teacher’s**8 special helper for the listening station at school **and**9 I have even stopped teasing my sister**.**4

I **hope**5 you and the reindeer are resting before **Christmas**13 **Eve**14 **and**9 **Mrs**13 **Christmas**13 **is enjoying**5 putting up the tinsel on your tree**.**4 Have a fabulous **Christmas**13 **if**10 I don’t see you by our fire. **What a busy man you are going to be!**17

Love from,

Jack Box14

12 **expanded noun phrase for description or detail**

11 **commas in a list**

18 **statement**

13 **common exception words**

15 **suffix ‘est’ in adjectives**

16 **question**

17 **exclamation**

14 **capital letter for proper noun**

**Y2 Letter Writing: Informal Example Text Annotated Grammar, Punctuation and Spelling Features**