

Writing to inform - Letters  
 Key texts: Yours Sincerely, Giraffe  
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# English Knowledge Organiser



ESSENTIAL VOCABULARY	
Subordinate clause	An additional sentence after a conjunction.
Conjunction	A word that joins two clauses.
Letter	Written or typed way of communicating
Formal	Important and polite.
Informal	The opposite of formal, slang language might be used.
Statement	A sentence that tells the reader a fact or idea.
Question	A sentence that asks something.
Command.	A sentence that tells you how something should be done.

Final written outcome  
 To write a letter.

- Non-Negotiables for this piece of work
- Capital letters at the beginning of each new sentence or the name of a person.
  - Using finger spaces.
  - Using adjectives.
  - Neat and Cursive writing.
  - Use a variety of conjunctions to extend sentences.

- Writing features
- Adjectives.
  - I can use full stops and capital letters in most of my sentences.
  - I can write in the present tense.
  - I can write in the past tense.
  - I can use the words 'or', 'and' and 'but' to link parts of my sentences.
  - I can write all of my lower-case letters in the correct place and the right way round.
  - I can use sensibly sized finger spaces.

Learning objectives

- Develop positive attitudes towards writing.
- Learn how to use familiar punctuation correctly.
- Write for different purposes.
- Learn how to use expanded noun phrases to describe and specify.
- Correct choice and consistent use of present tense and past tense throughout writing.
- Learn how to use new and familiar punctuation correctly, including exclamation marks.
- Learn how to use sentences with different forms: statement, question, command.
- Learn how to use subordination and coordination.
- Plan and say out loud what they are going to write.
- Write down ideas and/or key words.
- Make simple additions, revisions and corrections to their own writing by evaluating their writing with the teacher and other pupils.
- Use sentences with different forms.
- Encapsulate what they want to say, sentence by sentence.
- Re-read writing to check it makes sense.
- Form lowercase letters of the correct size relative to one another.

