

KNOWLEDGE ORGANISER: YEAR 1 –INVITATIONS & LETTER WRITING

PURPOSE: To Inform

*To give details of an event * To greet someone you know and send a detailed message * To let someone know what is going on in your life

What should I already know before writing invitations and letters?

- I can verbally express my thoughts and talk about events in the correct order
- I know that to send a message to someone, it must include a 'To' and 'From'
- I can write simple sentences

Important Vocabulary

Term	Examples/Definition
Address	This will tell the reader where the letter was sent from
Date	This will tell the reader when the letter was sent
Time adverbials	These will help to explain an order of events e.g. first, next, then, after, finally, until, before, earlier, later, last week
Conjunctions (help to extend sentences)	and, so, but, because e.g. I know that you usually like chocolate cake but I think you will like it.
Question mark	<i>This will encourage the reader to respond</i> e.g. Can you come to my party?

WAGOLL (what a good one looks like)

the sender's address	Lily Pad Towers The Pond Pinking's Park Monday 21 st June
the date	
an informal greeting	Hi Monty!
introduction	How are you? I hope that your digging is going well. I've seen lots of giant mole hills near the pond. Are they all yours?
more details	I am writing this letter because I want to invite you to a pond party. I know that you're usually a land animal but I think you'll really like it! Plus, there will be lots of tasty snacks to eat!
conclusion	It's happening this Saturday. I really hope to see you there!
from, best wishes or love before the sender's name	Best wishes, Frank

Letter Writing checklist...

	✓
Write the senders address	
Write the date	
Start with 'Dear' or 'To' and the readers name	
Write a hello greeting	
Tell the reader something you wish them to know	
Give extra details (in order if appropriate)	
Write a question with a question mark	
Write an ending/farewell message	
Finish with from and the senders name	

Know how to improve my own and my partner's writing focusing on sentences, grammar, punctuation, vocabulary and spelling:

1. Work with a partner or adult.
2. Partner A and Partner B read each other's letters and tell them what they could improve.
3. Use a green pen to make changes

Where else might I see invitations or letters?

- Invitations: Birthday parties, Weddings and other special celebrations
- Letters –To say sorry, to say thank you, to explain something, to show your feelings etc.

