Year 2 Writing – Letters

Purpose: to inform

Lesson Sequence

BEING FAMOUS
1. Being famous
2. Achievements
3. Timeline
4. Full stops and capital letters

FORMAL LETTERS
5. Features of a formal letter
6. Plan
7. Write
8. Edit

QUESTION MARKS
9. Question marks
10. Plan
11. Write
12. Edit

EXCLAMATION MARKS
13. Exclamation marks

Key Vocabulary

letter	a written message sent to another person
greeting	the words used to open a letter, e.g. Dear…
sign-off	the words used to end a letter, e.g. Love from
recipient	the person who receives the letter
first person	writing using I, we and my
paragraph	a group of sentences about one idea
informal	friendly and chatty, used for someone you know
formal	polite and serious, used for someone you don't know well

What is a letter? & How is it structured?

What is a letter?

A letter is a piece of writing sent from one person to another to share news, ask questions or say thank you. It is written to a particular person and often signed off by the writer.

Key Features

- Written in the first person (I, we, my)
- Starts with a greeting, e.g. Dear…
- Written in paragraphs, one idea at a time
- Includes the date
- Asks questions to the reader
- Ends with a sign-off and the writer's name
- Friendly, chatty tone

Structure of a Letter

Date: written at the top of the letter
Greeting: Dear… to open the letter
Opening: a sentence introducing why you are writing
Middle: the news or main message, in paragraphs
Sign-off: e.g. Love from / Best wishes, then your name

Letter Language

Dear… • I hope you are well • I am writing to tell you… • Guess what! • I can't wait to… • Write back soon • Love from • Best wishes

Punctuation Checklist

- ☐ Capital letters for I, names, places and the start of sentences
- ☐ Full stops at the end of sentences
- ☐ Question marks (?)
- ☐ Exclamation marks (!) to show feelings
- ☐ Commas after the greeting and sign-off
- ☐ Apostrophes for contracted words, e.g. can't, I'm

" WAGOLL – Letter to Emily Davison

Dear Emily Davison,
I hope this letter finds you well. I am writing to say thank you for standing up for what you believed in. First, I learned that you worked so hard to help women get the right to vote. Next, I found out how brave you were, even when it was dangerous. After that, I read about how you never gave up, no matter how difficult things became. I can't imagine how determined you must have felt. Because of you and the other suffragettes, women today can vote and have their voices heard.
With thanks and admiration,
A Year 2 pupil

Write in the first person | Start with a greeting | Use clear paragraphs | Ask questions to the reader | Sign off nicely