<u>W1</u>	17. Informal Letter Plan	Paragraph 1
Те	kt features:	
	 Greeting and sign off Address (current location) Friendly, chatty tone Ask questions Explain events Paragraphs 	
	ccess criteria:	
*	Text features used	
4	Identify audience and purpose	
10		
12	Range of expanded noun phrases	
14		
15	Relative clauses	
	NameDate: Tuesday 21* January 2014 <u>My informal letter planning sheet</u> Which address will you use in your letter?	Paragraph 2

How will you open your letter?	
(Paragraph 1:	
Paragraph 2:	
Paragraph 3:	
How will you end your letter?	

Paragraph 3			