

Y6 Letter Writing: Formal Example Text

Annotated Grammar, Punctuation and Spelling Features

All text: appropriate level of formality shown throughout the text: formal vocabulary and sentence structure that matches the formality of the text

² a range of linking words/phrases, including adverbials, to join sentences and paragraphs together (e.g. first, then, after, while, significantly, likewise, for instance etc.) as well as repetition and ellipsis

³ passive verbs (e.g. The Spanish team were beaten by France or The sweets were eaten by the children.)

⁴ modal verbs (e.g. can, could, should, would, etc.)

⁵ multi-clause sentences

⁶ single clause sentence for effect - short and snappy sentence

⁷ relative clauses within sentences starting with who, which, where, when, whose and that. (e.g. My mum, who is a great chef, cooked dinner for me.) etc.

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13th November 2016

Dear Agent Coulson,

I am writing to you to **kindly**⁹ offer my services as part of your C.R.E.S.T. team. **Recently**^{2&9}, I know things have been difficult for you with some of your agents having differences of opinions leading to some separation **within your team**⁸. **To strengthen your department**², I would like to put myself forward as your **organisation's newest member**¹².

Firstly^{2&9}, I would like to discuss my physical qualities **with you**⁸. **As a ten-year-old**¹⁵ **girl**², you **may**⁴ underestimate my strength and physical presence – **you would be wrong to do so**^{13&14}. Having won the prize of 'fastest girl' every year at our school sports day competition¹⁶, **my speed is one of my unquestionable strengths**⁵. **In addition**^{2&8}, my throwing abilities **would**⁴ **definitely**⁹ be another asset to C.R.E.S.T. **I train weekly**⁹ **with a cricket team**⁸ and my coach (**Mr Slight**)¹³ **says that I am a born fielder**⁷. **Once**^{2&9}, **the stumps were almost destroyed by my throwing power**^{3&8;14} **they actually**⁹ had **a ball-shaped**¹⁵ **hole through the middle**¹⁰. **Mr Slight certainly**⁹ **thinks that I could play for England Ladies when I'm older**⁵. **However**², I can think of another squad that **could**⁴ benefit from my abilities far more.

Whilst physical strength is important, any **prestigious C.R.E.S.T. agent**¹⁰ **must**⁴ also possess **incredible intelligence**⁵. **My mathematical abilities are excellent**¹⁶.⁶ Maths is an essential agent skill:¹⁴ it is the key to everything! **In my mind**², life is just one big mathematical equation **after another**⁸. I'll let you into a secret –¹³ my miraculous throwing skills are all **due to**⁹ arithmetic. In order to make the perfect throw, I work out the following:¹⁷ **the angle of the bounce**¹⁷; **the speed of the ball**¹⁷; **the strength of the wind and the point of release from my hand**⁵. It's a strike!⁶

If I were to be an agent in the future, I have also thought through a secret **identity**¹⁶ to keep my loved ones safe and give me anonymity **outside of the C.R.E.S.T. organisation**⁸. I **would**⁴ call myself Mathematics Master, **for obvious reasons**⁸. Some people **may**⁴ think that mathematics is not an impressive quality;¹⁴ others, **like myself**^{8, 11&13} know what a **truly**⁹ invaluable skill maths can be. I am hoping that any potential enemies **would**⁴ underestimate me and my mathematical expertise, **which**⁷ **would**⁴ **give me a definite advantage and allow me to skilfully**⁹ defeat them.

In conclusion², I hope you **can**⁴ see that I would be a **marvellous**¹⁶ asset **to your team**⁸. I **would**⁴ relish the **opportunity**¹⁶ to join you at C.R.E.S.T. I hope to discuss this further with you and I **eagerly**⁹ **await a positive response**⁵.

Yours sincerely¹⁶,

Charlotte Monroe
AKA Mathematics Master

⁸ preposition phrases to add detail and clarity (e.g. under the floorboards, across the room, etc.)

⁹ adverbs and adverbials to add detail and clarity (e.g. bravely, often, repeatedly, in the blink of an eye, etc.)

¹⁰ expanded noun phrases to add detail and clarity (e.g. a state-of-the-art computer or a hideous, green alien with a pointy nose.)

¹¹ commas for clarity

¹² apostrophes for possession

¹³ brackets, dashes and commas for parenthesis

¹⁴ semi-colons, dashes and colons to separate clauses

¹⁵ hyphens to avoid ambiguity

¹⁶ Y5/Y6 statutory spelling words

¹⁷ colon to introduce a list and semi-colons within lists