

Success Criteria for an Informal Letter:

Persuasive Letter Features		General SPAG Features	
I have addressed the reader and used a comma after their name. <i>Dear Red Crayon,</i>		I have started every sentence with a <u>capital letter</u> .	
I have used powerful adjectives to describe the crayon's feelings.		I have used capital letters for <u>proper nouns including the crayons names</u> . <i>Red Crayon</i>	
I have apologised for my actions. <i>I am truly sorry</i>		I have used the conjunctions <i>because</i> to explain my reasons.	
I have suggested exciting ways to solve the problem.		I have used included a question and used a ?	
I have explained my actions. <i>I treated you this way because...</i>		I have joined my handwriting.	
My letter is signed off at the end. <i>From your best friend,</i> <i>Duncan</i>		I've checked my spellings carefully using the resources available.	
I have written in the first person (I) or second person (you). <i>I am so sorry.</i> <i>You are my best friend.</i>		I have proof read my work and edited where needed.	