

Letters Skills Progression

Year 1	<ul style="list-style-type: none"> ● Start with 'dear' (from EYFS) ● End with 'from' (from EYFS) ● Usually written in first person 'I' (from EYFS) ● Use a greeting
Year 2	<ul style="list-style-type: none"> ● Senders address at the top right ● Specific names people, places, things (proper nouns) ● Informal ending e.g. 'best wishes' etc. ● Chatty tone: Contracted forms of words e.g. can't won't etc. ● Questions and exclamations ● Informal connectives, as in everyday speech e.g. and/ because/ so. Can also be used as openers.
Year 3	<ul style="list-style-type: none"> ● Date underneath the address ● Informal language ● Paragraphs to organise ideas
Year 4	<ul style="list-style-type: none"> ● Lively use of language e.g. 'powerful' verbs, adjectives and adverbs. ● 'Asides' (anecdotes and comments in brackets) ● Conversational openers e.g. Anyway, /By the way,/After all ● Exaggerations (hyperbole)
Year 5	<ul style="list-style-type: none"> ● Formal structure i.e. senders address top right/ addressee top left ● Date beneath address of addressee ● Use of 'dear' and addressee's name (if known). Sir or madam if not known. ● Appropriate sign off i.e. yours sincerely (if addressee's name is known); Yours faithfully (If addressee's name isn't known). ● Formal tone: Use formal connectives, e.g. furthermore..., However..., Do not use first-person pronouns ("I," "me," "my," "we," "us," etc.). ... Avoid addressing readers as "you." Avoid the use of contractions. ... Avoid colloquialism and slang expressions. ... Avoid abbreviated versions of words. ... Avoid the overuse of short and simple sentences.
Year 6	<ul style="list-style-type: none"> ● Clear use of language, e.g. conventional vocabulary, 'precise' verbs, adjectives and adverbs ● Effective use of language suitable for purpose e.g. to persuade or complain etc.