

Mastering the Art of Letter Writing: A Word Mat for Year 4

Learning objective: To develop a sophisticated vocabulary for formal and informal letter writing, ensuring accurate use of register and structure.

Key Vocabulary

Use this vocabulary reference mat to enhance your letter writing. I have grouped the terms into categories to help you choose the most effective words for your purpose, whether you are writing to a friend or a local official.

Salutation The opening greeting of a letter, ...	Valediction The closing sign-off, such as 'Y...	Formal A style of writing used for official pur...
Informal A relaxed, friendly style of writing u...	Recipient The person who is intended to rec...	Sender The person who has written and sent..
Paragraph A distinct section of writing that g...	Chronological Organising information in the...	Enquiry A question or request for informatio...
Perspective The viewpoint from which the le...	Tone The 'feeling' or mood of your writing, w...	Clause A group of words containing a verb t...
Punctuation The marks used to clarify mean...	Structure The way a letter is organised, incl...	Vocabulary The specific range of words cho...
Cohesion How well the sentences and para...	Explain why it is v...	Compare and con...
Justify your ans... Does the 'Recipient' of a ...	What might happ...	If Max the Monkey...
Creative Extensi... Draft a short, formal 'En...		