

Mastering the Art of Correspondence: A Letter Writing Word Mat

Learning objective: To develop a sophisticated vocabulary for writing formal and informal letters, ensuring appropriate tone and structure for Year 5 pupils.

Key Vocabulary

Use this word mat to enhance your letter writing. The terms are categorised by their function: Structure, Tone, and Purpose. Refer to these when drafting your correspondence to ensure your writing is precise and engaging.

Salutation The opening greeting of a letter, ...	Valediction The closing phrase before the si...	Formal Writing that uses professional, stand...
Informal A relaxed, friendly style of writing u...	Recipient The person or organisation who is ...	Sender The person who has written and sent..
Cohesion The way words and sentences flo...	Tone The 'feeling' of the letter, created by th...	Concise Expressing ideas clearly and briefly...
Elaborate To provide extra detail or explanat...	Enquiry A question or request for informatio...	Perspective The viewpoint from which the le...
Ambiguity When a sentence could be interp...	Register The level of formality used in your l...	Persuasive Writing designed to convince the...
Conjunction A word used to connect clause...	Explain why it is v...	Justify your ans... Why might the inclusion ...
Compare and con...	What might happ...	If you were writin...
Critique this sent... 'I am writing to you bec...		