

Y4 Letter Writing: Informal Example Text



33 Henry Avenue
Rustington
Sussex
30th September, 1939

Dear Mum,

I'm writing to tell you that I arrived safely and to say thank you for the new hair slides you packed in my case. How lovely to have a nice surprise after such a long day!

When we got to Rustington, we all had to go into the village hall where they gave us milk and buns. I shared mine with my best friend Rita Evans because she dropped hers on the floor. After that, we were lined up along the wall and people from the village came to choose evacuees to take home. Some children went together especially the brothers and sisters but unfortunately Rita and I got split up. I was disappointed but it didn't matter as a really smiley lady called Mrs Clark asked, "Would you like to come and stay with me dearie?" So now, that's where I am. She says I've to call her Auntie Ivy and her husband is Uncle Bob. What do you think of that?

Their house is a bit different to our flat in London. It stands in the middle of a fine-looking garden with lots of vegetables growing and there's even some chickens! Uncle Bob says it all helps to prop up our rations. He's apparently been working every evening with their neighbour Mr Jacques to dig out spaces for an Anderson Shelter. They've dug up a load of grass and they're going to put it back over the top afterwards to hide the metal. Auntie Ivy says he had to dig out all his prize roses to build the shelter but she thinks actually he can replant them over its roof. I took a peek inside and it's got little beds for us all like a doll's house. Smells a bit damp and musty mind you so I don't know about sleeping in it. Unless there's an air raid, I'm in the attic on a sort of canvas cot bed. It's alright but I can't see out since there's only a little skylight and it's too high up for me. Teddy lives on the bed and when we go to sleep, we say a little prayer for you all back in London so you'll be safe.

Guess what we did yesterday? We went paddling in the sea and built sandcastles! It was incredible fun and we splashed each other. Auntie Ivy says we won't be able to do it again though because the Home Guard are busily putting barbed wire along the beaches to stop the Germans' ships invading from the sea. There are also anti-aircraft guns in the dunes to stop the planes.

Have you had a letter from Dad yet? I asked Uncle Bob if he was going to join up but he's in a reserved occupation at the water board so he has to stay in Sussex.

I miss you, Nanny and Didi very much. Can you come and visit me here soon? Please write and tell me what's happening at home.

Lots of love,

Jane X

p.s. Auntie Ivy says I can send you a jar of her homemade strawberry jam. It's yummy!

Y4 Letter Writing: Informal Example Text

Annotated Genre Features

¹sender's address

²the date

³appropriate greeting

⁴an introduction

⁵chatty, informal style

⁶a conclusion

⁷complimentary close

⁸senders name or signature



33 Henry Avenue
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Sussex¹
30th September, 1939²

Dear Mum,³

I'm writing to tell you that I arrived safely and to say thank you for the new hair slides you packed in my case. How lovely to have a nice surprise after such a long day!⁴

When we got to Rustington, we all had to go into the village hall where they gave us milk and buns. I shared mine with my best friend Rita Evans because she dropped hers on the floor. After that, we were lined up along the wall and people from the village came to choose evacuees to take home. Some children went together especially the brothers and sisters but unfortunately Rita and I got split up. I was disappointed but it didn't matter as a really smiley lady called Mrs Clark asked, "Would you like to come and stay with me dearie?" So now, that's where I am. She says I've to call her Auntie Ivy and her husband is Uncle Bob. What do you think of that?⁵

Their house is a bit different to our flat in London. It stands in the middle of a fine-looking garden with lots of vegetables growing and there's even some chickens!⁵ Uncle Bob says it all helps to prop up our rations. He's apparently been working every evening with their neighbour Mr Jacques to dig out spaces for an Anderson Shelter. They've dug up a load of grass⁵ and they're going to put it back over the top afterwards to hide the metal. Auntie Ivy says he had to dig out all his prize roses to build the shelter but she thinks actually he can replant them over its roof. I took a peek⁵ inside and it's got little beds for us all like a doll's house. Smells a bit damp and musty mind you⁵ so I don't know about sleeping in it. Unless there's an air raid, I'm in the attic on a sort of canvas cot bed.⁵ It's alright but I can't see out since there's only a little skylight and it's too high up for me. Teddy lives on the bed and when we go to sleep, we say a little prayer for you all back in London so you'll be safe.

Guess what we did yesterday?⁵ We went paddling in the sea and built sandcastles! It was incredible fun and we splashed each other. Auntie Ivy says we won't be able to do it again though because the Home Guard are busily putting barbed wire along the beaches to stop the Germans' ships invading from the sea. There are also anti-aircraft guns in the dunes to stop the planes.

Have you had a letter from Dad yet?⁵ I asked Uncle Bob if he was going to join up but he's in a reserved occupation at the water board so he has to stay in Sussex.

I miss you, Nanny and Didi very much. Can you come and visit me here soon? Please write and tell me what's happening at home.⁶

Lots of love,⁷

Jane X⁸

p.s. Auntie Ivy says I can send you a jar of her homemade strawberry jam. It's yummy!⁵

Y4 Letter Writing: Informal Example Text

Annotated Grammar, Punctuation and Spelling Features

All text: full range of spelling, grammar and punctuation features that have been taught in previous year groups shown throughout including adverbs, prepositions and conjunctions to express time, place and cause; correct tense use and subordinate clauses

² Standard English verb inflections consistently used, e.g. we were not we was, I did not I done

³ writing organised into paragraphs around a theme

⁴ simple lay-out devices in non-fiction used, e.g. headings and sub-headings

⁵ nouns or pronouns used appropriately to aid cohesion and avoid repetition, e.g. he, she, they, it

⁶ noun phrases expanded by the addition of modifying adjectives and prepositional phrases, e.g. the strict teacher with curly hair



33 Henry Avenue
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⁷ fronted adverbials used, e.g. As quick as a flash, Last weekend. Followed by a comma

⁸ possessive apostrophes used accurately for plural possession

⁹ prefix words spelt correctly, e.g. irrelevant, autograph, incorrect, disobey, superstar, antisocial

¹⁰ suffix words spelt correctly, e.g. usually, poisonous, adoration

¹¹ homophones spelt correctly, e.g. which and witch.

¹² knowledge of word families used to aid spelling.

¹³ Y3/Y4 statutory spelling words

Dear Mum,⁴

I'm writing to tell you that I arrived safely¹⁰ and to say thank you for the new hair slides⁶ you packed in my case. How lovely to have a nice surprise after such a long day!^{6 3}

When we got to Rustington,⁷ we⁵ all had to go into the village hall where they gave us milk and buns. I shared mine with my best friend Rita Evans⁵ because she⁵ dropped hers on the floor. After that,⁷ we were² lined up along the wall and people from the village came to choose evacuees¹² to take home. Some children went together especially¹³ the brothers and sisters but unfortunately^{9/10} Rita and I got split up. I was² disappointed⁹ but it didn't matter as a really smiley lady called Mrs Clark⁵ asked, "Would you like to come and stay with me dearie?" So now, that's where I am. She⁵ says I've to call her⁵ Auntie Ivy and her⁵ husband is Uncle Bob. What do you think of that? ³

Their house⁵ is a bit different¹³ to our¹¹ flat in London. It⁵ stands in the middle of a fine-looking garden with lots of vegetables growing⁶ and there's even some chickens! Uncle Bob⁵ says it all helps to prop up our rations. He's⁵ apparently¹⁰ been working every evening with their neighbour Mr Jacques to dig out spaces for an Anderson Shelter. They've⁵ dug up a load of grass and they're¹¹ going to put it back over the top afterwards to hide the metal¹¹. Auntie Ivy says he had to dig out all his prize roses⁵ to build¹³ the shelter but she thinks actually¹³ he can replant⁹ them⁵ over its roof. I took a peek inside and it's got little beds for us all like a doll's house⁶. Smells a bit damp and musty mind you so I don't know¹¹ about sleeping in it. Unless there's an air raid⁷, I'm in the attic on a sort of canvas cot bed⁶. It's alright but I can't see out since there's only a little skylight⁶ and it's too high up for me. Teddy lives on the bed and when we go to sleep, we say a little prayer for you all back in London so you'll⁵ be safe. ³

Guess what we did² yesterday? We went paddling in the sea and built sandcastles!¹² It was incredible⁹ fun and we splashed each other. Auntie Ivy says we won't be able to do it again though¹³ because the Home Guard¹³ are busily¹⁰ putting barbed wire along the beaches to stop the Germans¹⁸ ships invading⁹ from the sea. There are also anti-aircraft⁹ guns in the dunes to stop the planes. ³

Have you had a letter from Dad yet? I asked Uncle Bob⁵ if he⁵ was going to join up but he's in a reserved occupation¹⁰ at the water board¹¹ so he has to stay in Sussex. ³

I miss you, Nanny and Didi very much. Can you⁵ come and visit me here soon? Please write and tell me what's happening at home. ³

Lots of love,⁴

Jane X

p.s. Auntie Ivy says I can send you a jar of her homemade strawberry jam. ⁶ It's⁵ yummy!⁴

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Guess what we **did**² yesterday? We went paddling in the sea and built **sandcastles**¹²! It was **incredible**⁹ fun and we splashed each other. Auntie Ivy says we won't be able to do it again **though**¹³ because the Home **Guard**¹³ are **busily**¹⁰ putting barbed wire along the beaches to stop the **Germans**⁸ ships **invading**⁹ from the sea. There are also **anti-aircraft**⁹ guns in the dunes to stop the planes. ³

Have you had a letter from Dad yet? I asked **Uncle Bob**⁵ if he⁵ was going to join up but he's in a reserved **occupation**¹⁰ at the water **board**¹¹ so he has to stay in Sussex. ³

I miss you, Nanny and Didi very much. Can **you**⁵ come and visit me here soon? Please write and tell me what's happening at home. ³

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