


Year 3 Capacity Matrix-Letter Writing for School Holidays

 Criteria	Beginning (I need help with this)	Consolidating (Most of the time I can do this by myself)	Established (I can do this on my own all the time)	Evidence
Purpose of the letter				
Telling thoughts, experiences and ideas about the holidays.				
Asking questions about their holiday.				
Communicating what happened to you				
Structure of the letter				
Address of writer in top right hand corner				
Date the letter was written under the address				
Opening greeting-either formal (Dear) or less formal (Hi)				
Information in the letter that recounts events during the holidays				
Information is written in paragraphs.				
Closing greeting (Bye..., See you soon..., love..., write soon...)				
Language Features				
Includes the use of pronouns eg I, we, you				
May include nicknames				
May include slang eg "I had a cool time."				
May include abbreviations eg rd, TV				
May use symbols to represent affection (xxx for kisses)				
Letter is written in a text type that shows the reader knows the writer well.				
Extras				
Letter may include personal items eg drawings, photos				
PLAN	DO	STUDY	ACT	

