

Imaginative- Personal Letter

What is a personal letter?

A personal letter can have many different purposes. It can deliver important news, fill someone in on what's been happening, ask questions about something or just let someone know you are thinking of them. Some letters are even written without the intention of ever sending them, just to let out feelings about an issue or event. They can sometimes be written because people find certain things hard to say in person.

Voice

Letters are written in first person and the use of the personal pronoun 'I' is common as the writer will be informing the recipient about what has been happening in their life. They refer to the recipient as 'you'. Adopting a **persona** for letter writing can be an interesting way to explore a character you have created or a character from a text you are studying.

Language & Grammar

The language used in a personal letter will depend on the content it deals with and how well you know the person you are writing to. Informal language, colloquial language and 'inside jokes' are all appropriate when writing to someone you know well. Descriptive language is also common in letter writing as you want the reader to understand how you feel or picture what you have been doing. Usually, letters are written in present tense because they deal with current feelings and events however they may also refer to the past in terms of memories or questions about the recipient's life.

Structure and Organisation

Letters include structural elements such as:

- Date
- Address of the writer
- Name and address of the recipient
- Salutation (Dear Grandma)
- Sign off (With love from...)

Commonly, letters begin with an explanation of the purpose for writing. Although personal letters do not need to follow a formal structure, it is still appropriate to write in paragraphs to show the transition between different topics within the letter.

Exemplar Years 7 – 9

Exemplar Years 10 – 12