KS3 English Language Writing – Whodunnit? **Formal Letter Reference Mat**

<table>
<tr><td>Use formal language, with sophisticated vocabaluary.</td><td>Address it to “Dear Sir / Madam,” if you do not know the name of the person you are writing to.</td><td>Make sure each new point has a new paragraph.</td></tr>
<tr><td>Put your address on the right at the top of the letter. Make sure it is aligned to the right-hand side, above the address of the person you are writing to.</td><td>Put the date on the right-hand side, after the addresses. Write it out in full.</td><td>Write in the first person – use I and me.</td></tr>
<tr><td rowspan="2">Put the name, title and address of the person you are writing to on the left, below your address. Make sure it is aligned to the left-hand side.</td><td>Use complex sentences and vary their structure, choosing carefully where to place your subordinate clauses.</td><td>Use the first paragraph to introduce your reason for writing.</td></tr>
<tr><td>Sign off with “Yours sincerely,” if you know the name of the person you are writing to.</td><td rowspan="3">Use sequencing words such as:
first
next
after
before
then
while
finally</td></tr>
<tr><td rowspan="2">Include a final sentence which summarises or concludes your argument.</td><td rowspan="2">Sign off with “Yours faithfully,” if you do not know the name of the person you are writing to.</td></tr>
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