



Example Text: Letter

Dear Joop,

Don't fear! I've read your letter.

I think I can help make things better.

If Nut is ill, I can step in with ease.

We can save the world; it'll be a breeze.

I'm lightening quick, and I have a lot of power.

I can dart and dash, climbing higher than a tower.

Mint choc chip is my favourite ice-cream.

Let's join up, we'll make a terrific team!

But most important of all,

I can answer your urgent call.

Joop, please write back to me quick.

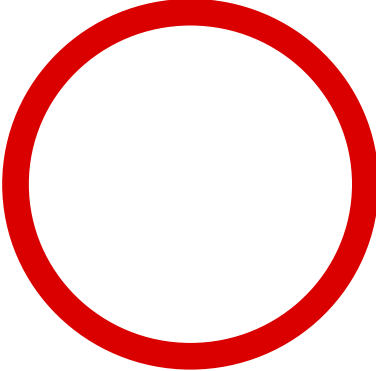
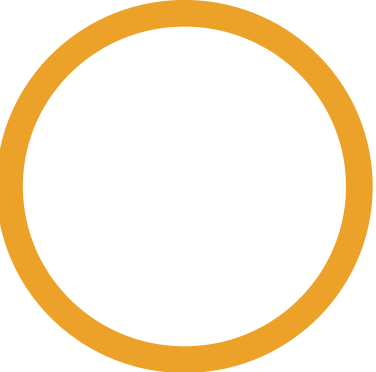
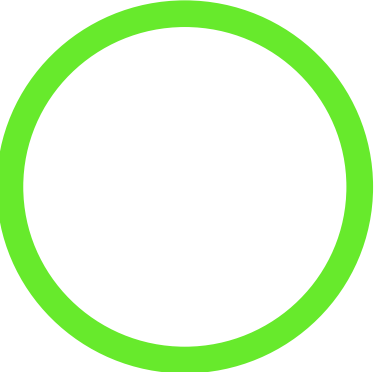
I'll be your stand-in side-kick.

From

Nell North

PS. Get well soon Nut!

E Example Text: Letter

<p>Who the letter is to?</p> 	<p>Dear Joop,</p> <p>Don't fear! I've read your letter. I think I can help make things better. If Nut is ill, I can step in with ease. We can save the world; it'll be a breeze.</p>
<p>Why you should choose me.</p> 	<p>I'm lightening quick, and I have a lot of power. I can dart and dash, climbing higher than a tower. Mint choc chip is my favourite ice-cream. Let's join up, we'll make a terrific team!</p>
<p>Write back. Who the letter is from.</p> 	<p>But most important of all, I can answer your urgent call. Joop, please write back to me quick. I'll be your stand-in sidekick.</p> <p>From</p> <p>Nell North</p> <p>PS. Get well soon Nut!</p>



Example Text: Annotated

Words and clauses joined using *and*.

Sentences correctly demarcated with capital letters, full stops, exclamation marks

[GP]

Noun phrases

pet rat, mint choc chip ice-cream

[C]

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Let's join up, we'll make a terrific team!

But most important of all,
I can answer your urgent call.
Joop, please write back to me quick.
I'll be your stand-in side-kick.

From
Nell North

PS. Get well soon Nut!

Key

- [C] composition
- [GP] grammar and punctuation
- [T] transcription
- [WK] Writer Knowledge

Common exception word (is, I, *the, to, me, we, be, my, all*)

[T]

Conventions of a letter (*Dear, From*). Rhyme (*letter/better, ease/breeze, power/tower, ice-cream/team, all/call, quick/kick*). (Alliteration (*terrific team*). Conjunctions (*and*).

Three paragraphs:

1. Why you are writing,
2. Which 'special powers' make you suitable for the job
3. Asking for a response

[WK]