

sender's address  
on the top  
right-hand side

date on the  
right-hand side

an informal greeting,  
e.g. 'Dear'..., 'Hello'...

introduction sets  
out the purpose  
of the letter

more details are given

conclusion finishes  
the letter or sets  
out what the sender  
wants the recipient  
to do next

ends with 'from', 'best  
wishes' or 'love'

capital letters to  
punctuate a sentence

full stop

question mark

exclamation mark

correct form of  
past and present  
tense used

suffixes -ment,  
-ness, -ful, -less, -ly  
added correctly to  
root word

apostrophe for  
contraction

apostrophe for  
possession

co-ordinating  
conjunction

subordinating  
conjunction

commas in a list

expanded noun phrase  
for description  
or detail

common exception  
words spelt correctly

capital letter for  
proper noun

suffix 'est' in  
adjectives

question sentence

exclamation  
sentence

statement sentence

exclamation mark