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| **Informal Letter Writing – marking ladder** | Me  | Partner |
| Relaxed greeting |  |  |
| Opening paragraph saying why you are writing |  |  |
| Main body paragraphs – one for each news item |  |  |
| Closing paragraph to end your letter |  |  |
| Relaxed goodbye |  |  |
| Facts about the country that you visited |  |  |
| Opinions |  |  |
| Chatty style – informal language, slang, abbreviations… |  |  |
| Use of exclamation marks |  |  |
| Uncle Frank moment |  |  |
| **My comment** |
| **My partner’s comment** |
| **My next steps** |