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| Objective |  |
| I wrote my address on the right-hand side and included the date. |  |
| I wrote Dear… followed by a comma. |  |
| In my first paragraph I explained why I was writing. |  |
| I have asked questions about the person I’m writing to. |  |
| I have included interesting information the recipient of the letter would be interested in. |  |
| I have included my opinion. |  |
| I used a variety of sentences:   * Embedded clause * Sentence of three * Bridge conjunction * Parenthesis |  |
| I used the first person (I, my, me) |  |
| I used capital letters for proper nouns (names of paper, places and titles) |  |
| I ended using ‘Your sincerely’ or an information phrase for family and friends. |  |