More formal

Very informal

Date

Your address

**Conventions of a newspaper article**

**Headline** – is short & grabs the attention

**1st paragraph** – often introduces the who, what, when, where & why

**Subheadings** – can be used to focus on 1 thing e.g.

**Columns** – usually written in 2 or more columns

**Audience** – be clear if you’re writing for a broadsheet or tabloid



**Conventions of informal letters**

7 Breadalbane Lane

Salen

Isle of Mull

PA72 6JH

19/05/17

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lots of love / See you soon / Best Wishes

 Julie