

Progression of Skills in Writing Genres

Instructions

Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
Ideas grouped in	Simple connectives are	1, 2, 3, 4, 5	Noun	Use spaces to separate
sentences in time	used to construct	First	What a noun is.	words.
sequence.	simple sentences e.g.		Regular plural nouns with 'er'	
	and, but, then, so.	Next		Begin to use full stops.
Written in the			<u>Verbs</u>	
imperative e.g. sift	Imperative verbs start	After	Third person, first person singular.	Begin to use
the flour.	sentences e.g. spread,		Ending added to verbs where there is	exclamation marks.
	slice, cut.	Cut	change to root.	
Use of numbers or			Simple past tense 'ed'	Begin to use
bullet points to	Sentences do not	Move		exclamation marks.
signal order.	include pronouns and		<u>Adjectives</u>	
	are written	Fold	Add 'er' and 'est' to adjectives where	Capital letters for start
	impersonally		no change is needed to root word.	of sentence, names,
		Stir		personal pronouns.
			Connectives/conjunctions	
		Colour	Join words and sentences using	Read words with
			and/then.	contractions.
		Paint		
			Tense	
			Simple past tense 'ed'.	



Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
A goal is outlined – a	Imperative verbs are	First of all	Noun	Use spaces that reflect
statement about	used to begin		Form nouns using suffixes and	the size of the letters.
what is to be	sentences.	To start with	compounding.	
achieved.			Expanded noun phrases for	Use full stops correctly.
	Use simple adverbs	Firstly	description.	
Written in sequenced	e.g. slowly, quickly.		Add 'es' to nouns.	Use question marks
steps to achieve the		Lastly		correctly.
goal.	Use simple noun		<u>Verbs</u>	
	phrases e.g. long stick.	Finally	Progressive form of verbs in the past	Use exclamation marks
Diagrams and			and present tense.	correctly.
illustrations are used		Carefully	Add 'es', 'ed' and 'ing' to verbs.	
to make the process				Use capital letters
clearer.		Gently	<u>Adjectives</u>	correctly.
			Add 'er' and 'est' to adjectives where	
		Slowly	no change is needed to root word.	Apostrophes for
				contractions.
		Softly	Connectives/conjunctions	
			Subordination – when, if, that, because	Possessive apostrophes
			Coordination – or, and, but.	for singular nouns.
			Tense	Commas to separate
			Correct and consistent use of past and	items in lists.
			present tense.	
			Adverbs	
			'ly' added to adjective to form adverb.	



Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
A set of ingredients and equipment needed are outlined clearly. Organised into clear points denoted by time.	Simple sentences with extra description. Some complex sentences using when, if, as etc. Adverbials e.g. When the glue dries, attach the paperclip.	Afterwards After that To begin with Begin by Secondly The next step is to With a slow movement With a quick pull Try to	Nouns and pronouns used to avoid repetition. Verbs Present perfect forms of verbs instead of 'the' Adjectives Choose appropriate adjectives. Connectives/conjunctions Express time and cause (when, so, before, after, while, because) Tense Correct and consistent use of past and present tense. Adverbs Introduce/revise adverbs. Express time and cause; then, next, soon.	Introduce possessive apostrophes for plural nouns. Introduce inverted commas.



Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
A set of ingredients and equipment needed are outlined clearly. Sentences include	Variation in sentence structures e.g. While the pastry cooks As the sauce thickens	Continue by Carry on Do this until	Noun Nouns and pronouns used for clarity and cohesion. Noun phrases expanded by the addition of modifying adjectives,	Apostrophe to mark singular and plural possession. Commas after fronted
precautionary advice e.g. Be careful not to over whisk as it will turn into butter.	Include adverbs to show how often e.g. additionally, frequently, rarely.	Stop when When you have	nouns and prepositional phrases. Verbs Standard English forms for verbs.	adverbials. Use inverted commas and other punctuation
Friendly tips/suggestions are included to heighten		done this Try not to	Adjectives Choose appropriate adjectives	to indicate direct speech
the engagement. e.g. This dish is served best with a dash of nutmeg.		Avoid	Connectives/conjunctions Use a wide range of connectives. Tense	
			Correct use of past and present tense. Adverbs Know what an adverbial phrase is. Fronted adverbials Comma after fronted adverbials	



Text Structure	Sentence	Useful	Word Classes	Punctuation
		Vocabulary		
Consolidate work	Sentence length varied	Don't forget to	Noun	Consolidate all previous
from previous	e.g short/long.		Locate and identify expanded noun	learning.
learning.		Be careful of	phrases.	
	Wide range of			Brackets
Can write accurate	subordinate	Don't worry	<u>Verbs</u>	
instructions for	connectives	about	Use modal verbs.	Dashes
complicated	e.g. whilst, until,		Prefixes for verbs; dis, de, mis, over,	
processes.	despite.	Concentrate on	ise, ify.	Colons
			Convert adjectives in verbs using	
Can write imaginative		At this point	suffixes; ate, ise, ify.	Semi colons
instructions using flair				
and humour.			Adjectives	
			Choose appropriate adjectives	
			Connectives/conjunctions	
			Use a wide range of connectives.	
			<u>Tense</u>	
			Change tense according to features of	
			the genre.	
			Adverbs	
			Know what an adverbial phrase is.	
			Fronted adverbials	
			Comma after fronted adverbials.	
			Adverbials of time, place and number.	



Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
Consolidate work	Modifiers are used to	Whilst that is	Noun	Use a wide range of
from previous	intensify or qualify		Expanded noun phrases to convey	punctuation throughout
learning.	e.g. insignificant amount, exceptionally.	Focus on	complicated information concisely.	the writing.
	amount, exceptionally.	Try to make sure	Verbs	
	Sentence length and	that	Use modal verbs.	
	type varied according to		Prefixes for verbs; dis, de, mis, over,	
	purpose.	When you do,	ise, ify.	
		don't	Convert adjectives in verbs using	
	Fronted adverbials use		suffixes; ate, ise, ify.	
	to clarify writers	I would suggest	Adjectives	
	position e.g. If the		Choose appropriate adjectives	
	temperature gets too	Many people at		
	high	this stage	Connectives/conjunctions	
			Use a wide range of connectives.	
	Complex noun phrases		_	
	used to add detail e.g.		<u>Tense</u>	
	The golden pastry can		Change tense according to features of	
	be decorated with		the genre.	
	smaller pastry petals.		Adverte	
	Prepositional phrases		Adverbs Link ideas across a text using cohesive	
	used cleverly e.g. In the		devices such as adverbials.	
	event of overcooking		devices such as deverbidis.	



Recount – experiences, diary, police reports, sports reports

Text Structure	Sentence	Useful Vocabulary	Word Classes
Ideas grouped together in	Simple connectives are	First	<u>Noun</u>
time sequence.	used to construct		What a noun is.
	simple sentences e.g.	Next	Regular plural nouns with 'er'
Written in first person.	and, but, then, so.		
· ·		After	Verbs
Written in the past tense.			Third person, first person singular.
i i		Finally	Ending added to verbs where there is change to root.
Focused on individual or		ĺ ,	Simple past tense 'ed'
group participants e.g. I,		The best part was	
we		· ·	Adjectives
		The worst part was	Add 'er' and 'est' to adjectives where no change is
		i i	needed to root word.
		l liked	
			Connectives/conjunctions
		I didn't like	Join words and sentences using and/then.
			Tense
			Simple past tense 'ed'.



Text Structure	Sentence	Useful Vocabulary	Word Classes
Brief introduction and	Subject/verb sentences	Afterwards	Noun_
conclusion.	e.g. He was		Form nouns using suffixes and compounding.
		After that	Expanded noun phrases for description.
Written in the past tense	They were		Add 'es' to nouns.
e.g. I went		When	
	It happened		<u>Verbs</u>
I saw		Suddenly	Progressive form of verbs in the past and present
	Some modal verbs		tense.
Main ideas organized in	introduced	Just then	Add 'es', 'ed' and 'ing' to verbs.
groups.	e.g. would, could,		
	should.	Next	Adjectives
Ideas organized in			Add 'er' and 'est' to adjectives where no change is
chronological order using	Use simple adverbs	Much later	needed to root word.
connectives that signal	e.g. quickly, slowly.		
time.		I found it interesting	Connectives/conjunctions
	Use simple noun	when	Subordination – when, if, that, because
	phrases e.g. large tiger.		Coordination – or, and, but.
		I found it boring when	
			Tense
		I didn't expect	Correct and consistent use of past and present tense.
			Adverbs
			'ly' added to adjective to form adverb.



Text Structure	Sentence	Useful Vocabulary	Word Classes
Clear introduction.	Simple sentences with	Last week	Noun_
	extra description.		Form nouns using prefixes.
Organised into paragraphs		During our school trip	Nouns and pronouns used to avoid repetition.
shaped around key events.	Some complex		
	sentences using when,	Soon	<u>Verbs</u>
A closing statement to	if, as etc.		Present perfect forms of verbs instead of 'the'
summarise the overall		Meanwhile	
impact.	Tense consistent e.g.		Adjectives
	modal verbs can/will	To begin with	Choose appropriate adjectives.
	Adverbials	I was pleased that	Connectives/conjunctions
	e.g. When we arrived,		Express time and cause (when, so, before, after,
	the tour guide gave us	I didn't expect that	while, because)
	a chocolate bar.		
		It was difficult to	<u>Tense</u>
			Correct and consistent use of past and present tense.
			Adverbs
			Introduce/revise adverbs.
			Express time and cause; then, next, soon.



Text Structure	Sentence	Useful Vocabulary	Word Classes
Clear introduction and	Variation in sentence	Later on	Noun_
conclusion.	structures e.g. While		Nouns and pronouns used for clarity and cohesion.
	we watched the sea-	Before long	Noun phrases expanded by the addition of modifying
Links between sentences	lion show		adjectives, nouns and prepositional phrases.
help to navigate the		At that very moment	
reader from one idea to	Use embedded/relative		<u>Verbs</u>
the next.	clauses	At precisely	Standard English forms for verbs.
	e.g. Penguins, which		
Paragraphs organized	are very agile,	When this was	Adjectives
correctly around key		complete	Choose appropriate adjectives
events.	Include adverbs to		
	show how often e.g.	I was gripped by	Connectives/conjunctions
Elaboration is used to	additionally,		Use a wide range of connectives.
reveal the writer's	frequently, rarely.	I felt overwhelmed	
emotions and responses.		when	<u>Tense</u>
	Sentences build from a		Correct use of past and present tense.
	general idea to more	I was personally affected	
	specific.	by	<u>Adverbs</u>
			Know what an adverbial phrase is.
	Use emotive language	This has changed how I	Fronted adverbials
	to show personal	feel about	Comma after fronted adverbials.
	response e.g. fabulous,		
	showcase inspired me		
	to		



Text Structure	Sentence	Useful Vocabulary	Word Classes
Developed introduction	Sentence length varied	As it happened	Noun_
and conclusion including	e.g short/long.		Locate and identify expanded noun phrases.
elaborated personal		As a result of	
response.	Active and passive		<u>Verbs</u>
	voice used deliberately	Consequently	Use modal verbs.
Description of events are	to heighten		Prefixes for verbs; dis, de, mis, over, ise, ify.
detailed and engaging.	engagement.	Subsequently	Convert adjectives in verbs using suffixes; ate, ise, ify.
	e.g. Giraffes left the		
The information is	enclosure.	Unlike the rest of the	Adjectives
organized chronologically		group, I felt	Choose appropriate adjectives
with clear signals to the	Wide range of		
reader about time, place	subordinate	In a flash	Connectives/conjunctions
and personal response.	connectives		Use a wide range of connectives.
	e.g. whilst, until,	Presently	
Purpose of the recount an	despite.		<u>Tense</u>
experience revealing the		Meanwhile	Change tense according to features of the genre.
writer's perspective.			
		In conclusion	<u>Adverbs</u>
			Know what an adverbial phrase is.
		The experience overall	Fronted adverbials
			Comma after fronted adverbials.
			Adverbials of time, place and number.



Text Structure	Sentence	Useful Vocabulary	Word Classes
The report is well	Verb forms are	They are unusually	Noun
constructed and answers	controlled and precise		Expanded noun phrases to convey complicated
the readers questions.	e.g. It would be regrettable if the wild	They are rarely	information concisely.
The writer understands	life funds come to an	They are never	<u>Verbs</u>
the impact and thinks	end.		Use modal verbs.
about the response.		They are very	Prefixes for verbs; dis, de, mis, over, ise, ify.
	Modifiers are used to		Convert adjectives in verbs using suffixes; ate, ise, ify
Information is prioritized	intensify or qualify	Generally	
according to importance	e.g. insignificant		Adjectives
and a frame of response set up for the reply.	amount, exceptionally	Be careful if you	Choose appropriate adjectives
	Sentence length and	Frequently they	Connectives/conjunctions
	type varied according		Use a wide range of connectives.
	to purpose.	I will attempt to	
			Tense
	Fronted adverbials use to clarify writers	This article will frame	Change tense according to features of the genre.
	position	It can be difficult to	Adverbs
	e.g. As a consequence		Link ideas across a text using cohesive devices such
	of their actions	Each paragraph	as adverbials.
	Complex noun phrases	More than half	
	used to add detail e.g.		
	The fragile eggs are	Less then half	
	slowly removed from		
	the large mother hen.		
	Prepositional phrases		
	used cleverly.		
	e.g. In the event of a		
	fire		



Non-Chronological Reports

Text Structure	Sentence	Useful Vocabulary	Word Classes
Ideas grouped together for	Simple connectives are	are	<u>Noun</u>
similarity.	used to construct		What a noun is.
	simple sentences e.g.	is	Regular plural nouns with 'er'
Attempts at third person	and, but, then, so.		
writing.		They are	Verbs
e.g. The man was run over.			Third person, first person singular.
		The different	Ending added to verbs where there is change to root.
Written in the appropriate			Simple past tense 'ed'
tense.		This is a	
e.g. Sparrow's nest			<u>Adjectives</u>
Dinosaurs were		There are	Add 'er' and 'est' to adjectives where no change is
			needed to root word.
		These can be	
		grouped	Connectives/conjunctions
			Join words and sentences using and/then.
1			
			Tense
			Simple past tense 'ed'.



Text Structure	Sentence	Useful Vocabulary	Word Classes
Brief introduction and	Subject/verb sentences	They like to	Noun
conclusion.	e.g. He was		Form nouns using suffixes and compounding.
	They were	They can	Expanded noun phrases for description.
Written in the appropriate	It happened		Add 'es' to nouns.
tense.		It can	
e.g. Sparrow's nest	Some modal verbs		<u>Verbs</u>
Dinosaurs were	introduced	Like many	Progressive form of verbs in the past and present
	e.g. would, could,		tense.
Main ideas organized in	should.	I am going to	Add 'es', 'ed' and 'ing' to verbs.
groups.			
	Use simple adverbs	There are two sorts of	Adjectives
	e.g. quickly, slowly.		Add 'er' and 'est' to adjectives where no change is
		They live in	needed to root word.
	Use simple noun		
	phrases e.g. large tiger.	The have but the	Connectives/conjunctions
		have	Subordination – when, if, that, because
			Coordination – or, and, but.
			<u>Tense</u>
			Correct and consistent use of past and present tense.
			<u>Adverbs</u>
			'ly' added to adjective to form adverb.



Text Structure	Sentence	Useful Vocabulary	Word Classes
Clear introduction.	Simple sentences with	The following report	<u>Noun</u>
	extra description.		Form nouns using prefixes.
Organised into paragraphs		They don't	Nouns and pronouns used to avoid repetition.
shaped around a key topic	Some complex		
sentence.	sentences using when,	It doesn't	<u>Verbs</u>
	if, as etc.		Present perfect forms of verbs instead of 'the'
Use of sub-headings.		Sometimes	
	Tense consistent e.g.		Adjectives
	modal verbs can/will	Often	Choose appropriate adjectives.
	Adverbials	Most	Connectives/conjunctions
	e.g. When the		Express time and cause (when, so, before, after,
	caterpillar makes a		while, because)
	cocoon		
			<u>Tense</u>
			Correct and consistent use of past and present tense.
			<u>Adverbs</u>
			Introduce/revise adverbs.
			Express time and cause; then, next, soon.



Text Structure	Sentence	Useful Vocabulary	Word Classes
Clear introduction and	Variation in sentence	This report will	Noun_
conclusion.	structures e.g. While		Nouns and pronouns used for clarity and cohesion.
	the eggs hatch female	The following	Noun phrases expanded by the addition of modifying
Links between sentences	penguins	Information	adjectives, nouns and prepositional phrases.
help to navigate the			
reader from one idea to	Use embedded/relative	Usually	<u>Verbs</u>
the next.	clauses		Standard English forms for verbs.
	e.g. Penguins, which	Normally	
Paragraphs organized	are very agile,		<u>Adjectives</u>
correctly into key ideas.		Even though	Choose appropriate adjectives
	Include adverbs to		
Sub-headings are used to	show how often e.g.	Despite the fact	Connectives/conjunctions
organize information. E.g.	additionally,		Use a wide range of connectives.
Qualities, body parts,	frequently, rarely.	As a rule	
behaviour.			<u>Tense</u>
	Sentences build from a		Correct use of past and present tense.
	general idea to more		
	specific.		Adverbs .
			Know what an adverbial phrase is.
	Use technical		Fronted adverbials
	vocabulary to show the		Comma after fronted adverbials.
	reader the writer's		
	expertise.		



Text Structure	Sentence	Useful Vocabulary	Word Classes
Developed introduction	Sentence length varied	The purpose of this	Noun_
and conclusion using all	e.g short/long.	report/article is to	Locate and identify expanded noun phrases.
the layout features.			
	Active and passive	The information	<u>Verbs</u>
Description of the	voice used deliberately	presented will	Use modal verbs.
phenomenon is technical	to heighten		Prefixes for verbs; dis, de, mis, over, ise, ify.
and accurate.	engagement.	Some experts believe	Convert adjectives in verbs using suffixes; ate, ise, ify.
	e.g. The eggs were		
Generalized sentences are	removed from the	This article is designed to	Adjectives
used to categorise and	beach.		Choose appropriate adjectives
sort information for the		Many specialists consider	
reader	Wide range of		Connectives/conjunctions
	subordinate	Firstly I will	Use a wide range of connectives.
Purpose of the report is to	connectives		
inform the reader and to	e.g. whilst, until,	It can be difficult	<u>Tense</u>
describe the way things	despite.		Change tense according to features of the genre.
are.		will enable you to	
		understand.	<u>Adverbs</u>
Formal and technical			Know what an adverbial phrase is.
language used throughout		Unlike	Fronted adverbials
to engage the reader.		Despite	Comma after fronted adverbials.
		Although	Adverbials of time, place and number.
		Like many	



Text Structure	Sentence	Useful Vocabulary	Word Classes
The report is well	Verb forms are	They are unusually	Noun_
constructed and answers	controlled and precise		Expanded noun phrases to convey complicated
the reader's questions.	e.g. It would be regrettable if the wild	They are rarely	information concisely.
The writer understands	life funds come to an	They are never	Verbs
the impact and thinks	end.		Use modal verbs.
about the response.		They are very	Prefixes for verbs; dis, de, mis, over, ise, ify.
	Modifiers are used to		Convert adjectives in verbs using suffixes; ate, ise, ify.
Information is prioritised	intensify or qualify	Generally	
according to importance	e.g. insignificant		Adjectives
and a frame of response set up for the reply.	amount, exceptionally	Be careful if you	Choose appropriate adjectives
	Sentence length and	Frequently they	Connectives/conjunctions
	type varied according		Use a wide range of connectives.
	to purpose.	I will attempt to	
			Tense
	Fronted adverbials use to clarify writers	This article will frame	Change tense according to features of the genre.
	position	It can be difficult to	Adverbs
	e.g. As a consequence		Link ideas across a text using cohesive devices such
	of their actions	Each paragraph	as adverbials.
	Complex noun phrases used to add detail e.g.	More than half	
	The fragile eggs are	Less then half	
	slowly removed from	cess then hall	
	the large mother hen.		
	are large mother nen.		
	Prepositional phrases used cleverly.		
	e.g. In the event of a		



Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
Ideas grouped in sentences in time sequence.	Sentences using simple pronouns and connectives.	Dear From I like I went I saw It was My favourite They were There was Next Then First After And, but, so, when	Noun What a noun is. Regular plural nouns with 'er' Verbs Third person, first person singular. Ending added to verbs where there is change to root. Simple past tense 'ed' Adjectives Add 'er' and 'est' to adjectives where no change is needed to root word. Connectives/conjunctions Join words and sentences using and/then. Tense Simple past tense 'ed'.	Use spaces to separate words. Begin to use full stops. Begin to use exclamation marks. Begin to use exclamation marks. Capital letters for start of sentence, names, personal pronouns. Read words with contractions.



Text Structure	Sentence	Useful	Word Classes	Punctuation
		Vocabulary		
Brief introduction and	Subject/verb sentences	And, then, but,	<u>Noun</u>	Use spaces that reflect
conclusion.	e.g. I think We want	so, when.	Form nouns using suffixes and compounding.	the size of the letters.
Written in the past		Dear Mr/Mrs	Expanded noun phrases for	Use full stops correctly.
tense.	Some modal verbs		description.	
	introduced	Dear	Add 'es' to nouns.	Use question marks
Main ideas organized	e.g. would, could,	Sir/Madam		correctly.
in groups.	should.		<u>Verbs</u>	
		Yours Sincerely	Progressive form of verbs in the past	Use exclamation marks
Using sequencing	Use simple adverbs		and present tense.	correctly.
techniques – time	e.g. yesterday, today.	Yours faithfully	Add 'es', 'ed' and 'ing' to verbs.	
related words.				Use capital letters
	Use simple noun	Later	<u>Adjectives</u>	correctly.
	phrases e.g. red shoes		Add 'er' and 'est' to adjectives where	
		Afterwards	no change is needed to root word.	Apostrophes for contractions.
		After that	Connectives/conjunctions	Possessive apostrophes
			Subordination – when, if, that,	for singular nouns.
		Eventually	because	
			Coordination – or, and, but.	Commas to separate
		I would like to		items in lists.
			<u>Tense</u>	
		We felt	Correct and consistent use of past and	
			present tense.	
			<u>Adverbs</u>	
			'ly' added to adjective to form adverb.	



Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
Clear introduction.	Simple sentences with	While, if, as,	<u>Noun</u>	Introduce possessive
	extra description.	when.	Form nouns using prefixes.	apostrophes for plural
Points about the			Nouns and pronouns used to avoid	nouns.
visit/issue	Some complex	I would like to	repetition.	
	sentences using when,	inform you that		Introduce inverted
Organised into	if, as etc.		<u>Verbs</u>	commas.
paragraphs denoted		It has come to	Present perfect forms of verbs instead	
by time/place.	Tense consistent e.g.	my attention	of 'the'	
	modal verbs can/will	that		
Topic sentences.			<u>Adjectives</u>	
	Adverbials	Thank you for	Choose appropriate adjectives.	
Some letter layout	e.g. When they have a			
features included.	problem, we played	I hope that	Connectives/conjunctions	
	after tea.		Express time and cause (when, so,	
	It was scary in the		before, after, while, because)	
	tunnel.			
			<u>Tense</u>	
			Correct and consistent use of past and	
			present tense.	
			Adverbs	
			Introduce/revise adverbs.	
			Express time and cause; then, next,	
			soon.	



Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
Clear introduction and conclusion.	Variation in sentence	As I stated	Noun Nouns and pronouns used for clarity	Apostrophe to mark
and conclusion.	structures e.g. While we were at the park	earlier	and cohesion.	singular and plural possession.
Links between key ideas in the letter.	As we arrived	Referring to	Noun phrases expanded by the	Commas after fronted
Paragraphs	Use embedded/relative	This is an	addition of modifying adjectives, nouns and prepositional phrases.	adverbials.
organized correctly	clauses	unfortunate		Use inverted commas
into key ideas.	e.g. Mrs Holt, who was very angry	It is with regret	Verbs Standard English forms for verbs.	and other punctuation to indicate direct
All letter layout	The tiger, that was			speech.
features included.	pacing	I would be grateful if	Adjectives Choose appropriate adjectives	
	Include adverbs to show	graterur	choose appropriate adjectives	
	how often e.g. additionally, frequently,	It is with regret that	Connectives/conjunctions Use a wide range of connectives.	
	rarely.	tildt	Ose a wide range of confidentives.	
		Hook forward to	<u>Tense</u>	
		hearing from you in due course.	Correct use of past and present tense.	
		Use modal verbs to hint future	Adverbs Know what an adverbial phrase is.	
		action or	Fronted adverbials	
		possibilities e.g. should, would,	Comma after fronted adverbials.	
		could.		



Text Structure	Sentence	Useful	Word Classes	Punctuation
		Vocabulary		
Developed	Sentence length varied	I appreciate	<u>Noun</u>	Consolidate all previous
introduction and	e.g short/long.		Locate and identify expanded noun	learning.
conclusion using all		Whilst we were	phrases.	
the letter layout	Active and passive	waiting		Brackets
features.	voice used deliberately		<u>Verbs</u>	Dashes
	to heighten	Your concern	Use modal verbs.	Colons
Paragraphs	engagement.		Prefixes for verbs; dis, de, mis, over,	Semi colons
developed with	e.g. the café chairs	Until this is	ise, ify.	
prioritized	were broken.	resolved	Convert adjectives in verbs using	
information.			suffixes; ate, ise, ify.	
	Wide range of	Despite speaking		
Purpose of letter	subordinate	to the duty	Adjectives	
clear and transparent	connectives	manager	Choose appropriate adjectives	
for reader.	e.g. whilst, until,			
	despite.	This is a disgrace	Connectives/conjunctions	
Formal language			Use a wide range of connectives.	
used throughout to	Complex sentences	Unfortunately		
engage the reader.	that use well known		<u>Tense</u>	
	economic expression.	Many other	Change tense according to features of	
	e.g Because of their	people also	the genre.	
	courageous efforts, all			
	the passengers were	I am delighted to	<u>Adverbs</u>	
	saved, which was	inform you that	Know what an adverbial phrase is.	
	nothing short of a		Fronted adverbials	
	miracle.		Comma after fronted adverbials.	
			Adverbials of time, place and number.	



Text Structure	Sentence	Useful	Word Classes	Punctuation
		Vocabulary		
Letter well	Verb forms are	Please do not	Noun .	Use a wide range of
constructed that	controlled and precise	hesitate to contact	Expanded noun phrases to convey	punctuation
answers the reader's	e.g. It would be helpful	me	complicated information concisely.	throughout the writing.
questions.	if you could let me	An early response		
	know as this will enable	would be greatly	<u>Verbs</u>	
The writer	us to take further	appreciated	Use modal verbs.	
understands the	action.		Prefixes for verbs; dis, de, mis, over,	
impact and thinks	Modifiers are used to	Please accept	ise, ify.	
about the response.	intensify or qualify	my	Convert adjectives in verbs using	
	e.g. insignificant		suffixes; ate, ise, ify.	
Information is	amount, exceptionally	I wish to express		
prioritized according	Sentence length and		<u>Adjectives</u>	
to importance and a	type varied according	The impact of	Choose appropriate adjectives	
frame of response	to purpose.			
set up for the reply.	Fronted adverbials	Despite continued	Connectives/conjunctions	
	used to clarify writers	efforts	Use a wide range of connectives.	
	position			
	e.g. As a consequence	Subsequently	<u>Tense</u>	
	of your actions		Change tense according to features of	
	Complex noun phrases		the genre.	
	used to add detail e.g.			
	the dilapidated fencing		Adverbs	
	around the enclosure		Link ideas across a text using cohesive	
	was extremely		devices such as adverbials.	
	dangerous.			
	Prepositional phrases			
	used cleverly.			
	e.g. In the event of a			
	fire			



Persuasion - Purpose: advert, leaflet, argument

Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
Ideas are grouped together for	Simple connectives are used to construct	It was	Noun What a noun is.	Use spaces to separate words.
similarity.	simple sentences e.g.	Brilliant	Regular plural nouns with 'er'	Danie to confull store
Writes in first person.	and, but, then, so.	Best	<u>Verbs</u>	Begin to use full stops.
		Exciting	Third person, first person singular. Ending added to verbs where there is	Begin to use exclamation marks.
		The most	change to root. Simple past tense 'ed'	Begin to use exclamation marks.
		Super	Adjectives Add 'er' and 'est' to adjectives where	Capital letters for start
		Fantastic	no change is needed to root word.	of sentence, names, personal pronouns.
		Great	Connectives/conjunctions Join words and sentences using	Read words with
		It will	and/then.	contractions.
		Now you can	<u>Tense</u> Simple past tense 'ed'	
		Try	anners published to	



Text Structure	Sentence	Useful	Word Classes	Punctuation
		Vocabulary		
Brief introduction	Subject/verb sentences	The biggest	Noun	Use spaces that reflect
and conclusion.	e.g. He was		Form nouns using suffixes and	the size of the letters.
	They were	The greatest	compounding.	
Written In the	It happened		Expanded noun phrases for	Use full stops correctly.
present tense.		The longest	description.	
	Some modal verbs		Add 'es' to nouns.	Use question marks
Main ideas organised	introduced	The tallest		correctly.
in groups.	e.g. would, could,		<u>Verbs</u>	
	should.	I think that	Progressive form of verbs in the past	Use exclamation marks
			and present tense.	correctly.
	Use simple adverbs	I believe that	Add 'es', 'ed' and 'ing' to verbs.	
	e.g. yesterday, today.			Use capital letters
		Extraordinary	<u>Adjectives</u>	correctly.
	Use simple noun		Add 'er' and 'est' to adjectives where	
	phrases e.g. red shoes	Remarkable	no change is needed to root word.	Apostrophes for
				contractions.
	Uses rhetorical		Connectives/conjunctions	Possessive apostrophes
	questions.		Subordination – when, if, that,	for singular nouns.
			because	
	Uses ambitious		Coordination – or, and, but.	Commas to separate
	adjectives to grab the			items in lists.
	reader's attention.		<u>Tense</u>	
			Correct and consistent use of past and	
			present tense.	
			<u>Adverbs</u>	
			'ly' added to adjective to form adverb.	



Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
Clear introduction.	Simple sentences with	Surely	<u>Noun</u>	Introduce possessive
	extra description.	Obviously	Form nouns using prefixes.	apostrophes for plural
Points about		Clearly	Nouns and pronouns used to avoid	nouns.
subject/issue	Some complex	Don't you think	repetition.	
	sentences using when,	Firstly		Introduce inverted
Organised into	if, as etc.	Secondly	<u>Verbs</u>	commas.
paragraphs		Thirdly	Present perfect forms of verbs instead	
	Tense consistent e.g.	My own view is	of 'the'	
Sub-heading used to	modal verbs can/will	My last point is		
organize texts.		My final point is	<u>Adjectives</u>	
	Adverbials	Imagine	Choose appropriate adjectives.	
	e.g. When they have a	Consider		
	problem, we played	Enjoy	Connectives/conjunctions	
	after tea.		Express time and cause (when, so,	
	It was scary in the		before, after, while, because)	
	tunnel.			
			<u>Tense</u>	
	Start sentences with		Correct and consistent use of past and	
	verbs e.g. imagine,		present tense.	
	consider, enjoy.			
			Adverbs	
			Introduce/revise adverbs.	
			Express time and cause; then, next,	
			soon.	





Text Structure	Sentence	Useful	Word Classes	Punctuation
		Vocabulary		
Developed introduction and conclusion using all the argument or	Sentence length varied e.g short/long. Active and passive voice used	It strikes me that There is no doubt that	Noun Locate and identify expanded noun phrases.	Consolidate all previous learning.
leaflet layout features.	deliberately to heighten engagement. e.g. the café chairs were	I am convinced that It appears In my opinion	<u>Verbs</u> Use modal verbs. Prefixes for verbs; dis, de, mis, over,	Brackets Dashes Colons
Paragraphs developed with prioritised information.	broken. Wide range of subordinate connectives	Surely only a fool would consider In addition	ise, ify. Convert adjectives in verbs using suffixes; ate, ise, ify.	Semi colons
View point is transparent for	e.g. whilst, until, despite. Complex sentences that use	Furthermore Moreover My evidence to	Adjectives Choose appropriate adjectives	
reader. Emotive language	well known economic expression. e.g Because of their	support this is On balance	Connectives/conjunctions Use a wide range of connectives.	
used throughout to engage the reader.	courageous efforts, all the passengers were saved, which was nothing short of a miracle.	Just think how Now you can For the rest of your life	Tense Change tense according to features of the genre.	
	Persuasive statement are used to change the readers opinion. E.g. you will never need to	Unbelievable Outrageous Incredible	Adverbs Know what an adverbial phrase is. Fronted adverbials Comma after fronted adverbials. Adverbials of time, place and number.	



Text Structure	Sentence	Useful	Word Classes	Punctuation
		Vocabulary		
Arguments are well constructed that answer the reader's questions. The writer understands the impact or the emotive language and thinks about the	Verb forms are controlled and precise e.g. It will be a global crisis if people do not take a stand against Modifiers are used to intensify or qualify e.g. insignificant amount,	It appears that There can be no doubt that It is critical Fundamentally How can anyone believe this to be true?	Noun Expanded noun phrases to convey complicated information concisely. Verbs Use modal verbs. Prefixes for verbs; dis, de, mis, over, ise, ify. Convert adjectives in verbs using suffixes;	Use a wide range of punctuation throughout the writing.
Information is prioritised according to the writer's point of view.	exceptionally Sentence length and type varied according to purpose. Fronted adverbials used to clarify writer's position e.g. As a consequence of your actions	Does anyone really believe that? As everyone knows I cite, for example I would draw your attention to I would refer to On the basis of the evidence presented	Adjectives Choose appropriate adjectives Connectives/conjunctions Use a wide range of connectives. Tense Change tense according to features of the	
	Complex noun phrases used to add detail e.g. the phenomenal impact of using showers instead of baths Prepositional phrases used cleverly. e.g. In the event of a blackout	Phenomenal Unique Unmissable You will be Don't Take a moment to Isn't it time to? Worried about	genre. Adverbs Link ideas across a text using cohesive devices such as adverbials.	



Text Structure	Sentence	Useful Vocabulary	Word Classes
Ideas grouped together in time sequence. Written in first person. Written in the past tense. Focused on individual or group participants e.g. I, we	Simple connectives are used to construct simple sentences e.g. and, but, then, so.	First Next After Finally When he/she was born When he/she was five years old An interesting thing about A fact about He/she will be remembered for	Noun What a noun is. Regular plural nouns with 'er' Verbs Third person, first person singular. Ending added to verbs where there is change to root. Simple past tense 'ed' Adjectives Add 'er' and 'est' to adjectives where no change is needed to root word. Connectives/conjunctions Join words and sentences using and/then. Tense Simple past tense 'ed'.



Text Structure	Sentence	Useful Vocabulary	Word Classes
Brief introduction and conclusion. Written in the past tense e.g. He went She travelled Main ideas organised in groups. Ideas organised in chronological order using connectives that signal time.	Subject/verb sentences e.g. He was They were It happened Some modal verbs introduced e.g. would, could, should. Use simple adverbs e.g. quickly, slowly. Use simple noun phrases e.g. large crowd	As a child As a teenager At a young age Many years later One of the interesting things aboutwas In my view His/Her life was I believe He/She was He/She became	Form nouns using suffixes and compounding. Expanded noun phrases for description. Add 'es' to nouns. Verbs Progressive form of verbs in the past and present tense. Add 'es', 'ed' and 'ing' to verbs. Adjectives Add 'er' and 'est' to adjectives where no change is needed to root word. Connectives/conjunctions Subordination — when, if, that, because Coordination — or, and, but. Tense Correct and consistent use of past and present tense. Adverbs 'ly' added to adjective to form adverb.



Text Structure	Sentence	Useful Vocabulary	Word Classes
Clear introduction. Organised into paragraphs shaped around key events. A closing statement to summarise the overall impact.	Simple sentences with extra description. Some complex sentences using when, if, as etc. Tense consistent e.g. modal verbs can/will Adverbials e.g. When she arrived at the scene, the doctors told her exactly what happened.	During his/her early life Soon afterwards Sometimes he Strangely One of the most remarkable facts about His/her greatest achievement was	Noun Form nouns using prefixes. Nouns and pronouns used to avoid repetition. Verbs Present perfect forms of verbs instead of 'the' Adjectives Choose appropriate adjectives. Connectives/conjunctions Express time and cause (when, so, before, after, while, because) Tense Correct and consistent use of past and present tense. Adverbs Introduce/revise adverbs. Express time and cause; then, next, soon.



Text Structure	Sentence	Useful Vocabulary	Word Classes
Clear introduction and conclusion. Links between sentences help to navigate the reader from one idea to	Variation in sentence structures e.g. While we watched the sea- lion show	In his /her early years By the time he/she had In his/ her final years What is clear is that Even though he/she was	Noun Nouns and pronouns used for clarity and cohesion. Noun phrases expanded by the addition of modifying adjectives, nouns and prepositional phrases. Verbs
the next. Paragraphs organised correctly around key events. Elaboration is used to reveal the writer's emotions and responses.	clauses e.g. Penguins, which are very agile, Include adverbs to show how often e.g. additionally, frequently, rarely.	not popular at the time, Although feeling ran high in the community, In many ways it wasn't until He/She might have been His/Her one regret was	Standard English forms for verbs. Adjectives Choose appropriate adjectives Connectives/conjunctions Use a wide range of connectives. Tense
emotions and responses.	Sentences build from a general idea to more specific. Use emotive language to show personal response e.g. fabulous, showcase inspired me to	that	Correct use of past and present tense. Adverbs Know what an adverbial phrase is. Fronted adverbials Comma after fronted adverbials.



Text Structure	Sentence	Useful Vocabulary	Word Classes
Developed introduction and conclusion including elaborated personal response. Description of events are detailed and engaging. The information is organised chronologically with clear signals to the reader about time, place and personal response. Purpose of the recount an experience revealing the writer's perspective.	Sentence length varied e.g short/long. Active and passive voice used deliberately to heighten engagement. e.g. Giraffes left the enclosure. Wide range of subordinate connectives e.g. whilst, until, despite.	In (insert year) at the age ofhe/she The time came for In his/her later years Once he/she had Nobody is sure why In spite of His/Her lasting legacy is that	Noun Locate and identify expanded noun phrases. Verbs Use modal verbs. Prefixes for verbs; dis, de, mis, over, ise, ify. Convert adjectives in verbs using suffixes; ate, ise, ify. Adjectives Choose appropriate adjectives Connectives/conjunctions Use a wide range of connectives. Tense Change tense according to features of the genre. Adverbs Know what an adverbial phrase is. Fronted adverbials Comma after fronted adverbials. Adverbials of time, place and number.



Text Structure	Sentence	Useful Vocabulary	Word Classes
The report is well constructed and answers the reader's questions. The writer understands the impact and thinks about the response. Information is prioritised according to importance and a frame of response set up for the reply.	Verb forms are controlled and precise e.g. It would be regrettable if the wild life funds come to an end. Modifiers are used to intensify or qualify e.g. insignificant amount, exceptionally Sentence length and type varied according to purpose. Fronted adverbials use to clarify writer's position e.g. As a consequence of their actions Complex noun phrases used to add detail e.g. The fragile eggs are slowly removed from the large mother hen. Prepositional phrases used cleverly. e.g. In the event of a fire	They are unusually They are rarely They are never They are very Generally Be careful if you Frequently they I will attempt to It can be difficult to Each paragraph More than Half Less than half	Noun Expanded noun phrases to convey complicated information concisely. Verbs Use modal verbs. Prefixes for verbs; dis, de, mis, over, ise, ify. Convert adjectives in verbs using suffixes; ate, ise, ify. Adjectives Choose appropriate adjectives Connectives/conjunctions Use a wide range of connectives. Tense Change tense according to features of the genre. Adverbs Link ideas across a text using cohesive devices such as adverbials.



Balanced Argument – Purpose: Speech, Essay, Letter.

Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
Ideas are grouped together for similarity. Writes in first person.	Simple connectives are used to construct simple sentences e.g. and, but, then, so.	but because some people like some people feel some people believe other people like other people feel other people believe	What a noun is. Regular plural nouns with 'er' Verbs Third person, first person singular. Ending added to verbs where there is change to root. Simple past tense 'ed' Adjectives Add 'er' and 'est' to adjectives where no change is needed to root word. Connectives/conjunctions Join words and sentences using and/then. Tense Simple past tense 'ed'.	Use spaces to separate words. Begin to use full stops. Begin to use exclamation marks. Begin to use exclamation marks. Capital letters for start of sentence, names, personal pronouns. Read words with contractions



Text Structure	Sentence	Useful	Word Classes	Punctuation
Brief introduction and conclusion. Written with an impersonal style Main ideas organised in groups.	Subject/verb sentences e.g. He was They were It happened Some modal verbs introduced e.g. would, could, should. Use simple adverbs e.g. yesterday, last week Use simple noun phrases e.g. angry mum Uses rhetorical questions. Uses ambitious adjectives to grab the reader's attention.	Vocabulary I am going to In fact It seems To sum this up The opposite view of this is Not everyone agrees with this	Noun Form nouns using suffixes and compounding. Expanded noun phrases for description. Add 'es' to nouns. Verbs Progressive form of verbs in the past and present tense. Add 'es', 'ed' and 'ing' to verbs. Adjectives Add 'er' and 'est' to adjectives where no change is needed to root word. Connectives/conjunctions Subordination — when, if, that, because coordination — or, and, but. Tense Correct and consistent use of past and present tense. Adverbs	Use spaces that reflect the size of the letters. Use full stops correctly. Use question marks correctly. Use exclamation marks correctly. Use capital letters correctly. Apostrophes for contractions. Possessive apostrophes for singular nouns. Commas to separate items
			'ly' added to adjective to form adverb.	in lists.



Text Structure	Sentence	Useful	Word Classes	Punctuation
		Vocabulary		
Clear introduction. Points about subject/issue Organised into paragraphs Sub-heading used to organise texts.	Simple sentences with extra description. Some complex sentences using when, if, as etc. Tense consistent e.g. modal verbs could/might Adverbials e.g. When they have a problem, we played after tea. It was scary in the tunnel. Start sentences with verbs e.g. imagine, consider, enjoy.	I will begin by Maybe Firstly Many people are concerned that I wonder Sometimes It could be argued that Therefore My overall feeling/opinion is An example of this is It is clear that	Noun Form nouns using prefixes. Nouns and pronouns used to avoid repetition. Verbs Present perfect forms of verbs instead of 'the' Adjectives Choose appropriate adjectives. Connectives/conjunctions Express time and cause (when, so, before, after, while, because) Tense Correct and consistent use of past and present tense. Adverbs Introduce/revise adverbs. Express time and cause; then, next, soon.	Introduce possessive apostrophes for plural nouns. Introduce inverted commas.



Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
Clear introduction and conclusion. Links between key ideas in the letter. Paragraphs organised correctly into key ideas. Subheading Topic sentences	Variation in sentence structures e.g. While we were at the park As we arrived Use embedded/relative clauses e.g. Mrs Holt, who was very angry The angry mob, who had broken the barricade Include adverbs to show how often e.g. additionally, frequently, rarely. More complicated rhetorical questions e.g. Have you ever considered the impact of?	This piece of writing willfeel convinced I intend to On the other hand In addition It is surprising that On balance Finally I would like to add My next point concerns Furthermore Having looked at both sides, I thinkbecause Having considered the arguments for and against Whilst	Nouns and pronouns used for clarity and cohesion. Noun phrases expanded by the addition of modifying adjectives, nouns and prepositional phrases. Verbs Standard English forms for verbs. Adjectives Choose appropriate adjectives Connectives/conjunctions Use a wide range of connectives. Tense Correct use of past and present tense. Adverbs Know what an adverbial phrase is. Fronted adverbials Comma after fronted adverbials.	Apostrophe to mark singular and plural possession. Commas after fronted adverbials. Use inverted commas and other punctuation to indicate direct speech.



Text Structure	Sentence	Useful	Word Classes	Punctuation
		Vocabulary		
Developed	Sentence length varied e.g	It strikes me that	<u>Noun</u>	Consolidate all
introduction and	short/long.	My intention is to	Locate and identify expanded noun	previous
conclusion using all		To do this I will	phrases.	learning.
the argument or leaflet layout	Active and passive voice used deliberately to heighten	As I see it	Verbs	Brackets
features.	engagement.	It appears to me	Use modal verbs	Dashes
reatures.	e.g. the café chairs were	Naturally	Prefixes for verbs; dis, de, mis, over,	Colons
Paragraphs	broken.	· ·	ise, ify.	Semi colons
developed with		It is precisely because	Convert adjectives in verbs using	
prioritised	Wide range of subordinate		suffixes; ate, ise, ify.	
information.	connectives	Subsequently		
	e.g. whilst, until, despite.	Doubtless	<u>Adjectives</u>	
Both view points are		Nevertheless	Choose appropriate adjectives	
transparent for	Complex sentences that use well known economic	In stark contrast	Ctime-time	
reader.	expression.	Contrary to this	Connectives/conjunctions Use a wide range of connectives.	
Emotive language	e.g Because of their	position	ose a wide range of connectives.	
used throughout to	courageous efforts, all the	It would seem	Tense	
engage the reader.	passengers were saved, which	logical	Change tense according to features	
	was nothing short of a	Let us consider the	of the genre.	
	miracle.	impact		
		In conclusion	Adverbs	
	Persuasive statements are	The evidence	Know what an adverbial phrase is.	
	used to change the reader's	presented leads me	Fronted adverbials	
	opinion. E.g. you will never	to conclude	Comma after fronted adverbials.	
	need to	to one has been in a hourst had had been as a	Adverbials of time, place and	
			number.	



Text Structure	Sentence	Useful	Word Classes	Punctuation
		Vocabulary		
Arguments are well constructed that answer the reader's questions.	Verb forms are controlled and precise e.g. It will be a global crisis if people do not take a stand against	I will present Following that I will One argument for this is that	Noun Expanded noun phrases to convey complicated information concisely. Verbs	Use a wide range of punctuation throughout the writing.
The writer understands the impact or the emotive language and thinks about the	Modifiers are used to intensify or qualify e.g. insignificant amount, exceptionally	fundamentally flawed an easy answer that avoids	Use modal verbs. Prefixes for verbs; dis, de, mis, over, ise, ify. Convert adjectives in verbs using suffixes; ate, ise, ify.	J
response. Information is	Sentence length and type varied according to purpose.	I would counter this view It seems plausible	Adjectives Choose appropriate adjectives	
prioritised according to the writer's point of view.	Fronted adverbials used to clarify writer's position e.g. As a consequence of your actions Complex noun phrases used to add detail e.g. the	to Moreover In point of fact The evidence I would use to support this is	Connectives/conjunctions Use a wide range of connectives. Tense Change tense according to features of the genre.	
	phenomenal impact of using showers instead of baths Prepositional phrases used cleverly.	It surprises me that It is my conviction Finally I would like to add	Adverbs Link ideas across a text using cohesive devices such as adverbials.	
	e.g. In the event of a blackout	Even though there has been a long history of activists		



Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
Ideas grouped in sentences in time sequence. Attempts at third person writing. e.g. The man was run over. Beginning describes what happened	Simple connectives are used to construct simple sentences e.g. and, but, then, so.	On Monday The accident People felt Happened Angry Upset First Next After When Then So But It was	Noun What a noun is. Regular plural nouns with 'er' Verbs Third person, first person singular. Ending added to verbs where there is change to root. Simple past tense 'ed' Adjectives Add 'er' and 'est' to adjectives where no change is needed to root word. Connectives/conjunctions Join words and sentences using and/then. Tense Simple past tense 'ed'.	Use spaces to separate words. Begin to use full stops. Begin to use exclamation marks. Begin to use exclamation marks. Capital letters for start of sentence, names, personal pronouns. Read words with contractions.



Text Structure	Sentence	Useful	Word Classes	Punctuation
		Vocabulary		
Brief introduction and conclusion. Written in the past tense. Main ideas organised in groups. Using sequencing techniques – time related words. A photo with a caption.	Subject/verb sentences e.g. He was They were It happened Some modal verbs introduced e.g. would, could, should. Use simple adverbs e.g. yesterday, today. Use simple noun phrases e.g. red shoes		Noun Form nouns using suffixes and compounding. Expanded noun phrases for description. Add 'es' to nouns. Verbs Progressive form of verbs in the past and present tense. Add 'es', 'ed' and 'ing' to verbs. Adjectives Add 'er' and 'est' to adjectives where no change is needed to root word. Connectives/conjunctions Subordination – when, if, that, because Coordination – or, and, but.	Use spaces that reflect the size of the letters. Use full stops correctly. Use question marks correctly. Use exclamation marks correctly. Use capital letters correctly. Apostrophes for contractions. Possessive
			Tense Correct and consistent use of past and present tense.	Possessive apostrophes for singular nouns.
			Adverbs 'ly' added to adjective to form adverb.	Commas to separate items in lists.



Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
Clear introduction. Points about the visit/issue Organised into paragraphs denoted by time/place. Topic sentences. Some newspaper layout features included. A bold eye-catching headline.	Simple sentences with extra description. Some complex sentences using when, if, as etc. Tense consistent e.g. modal verbs can/will Adverbials e.g. As the police arrived, the crowd scattered.	While, if, as, when. Witnesses felt He reported that He also claimed that She went on to state that He continued by Hours later Unfortunately Fortunately	Form nouns using prefixes. Nouns and pronouns used to avoid repetition. Verbs Present perfect forms of verbs instead of 'the' Adjectives Choose appropriate adjectives. Connectives/conjunctions Express time and cause (when, so, before, after, while, because) Tense Correct and consistent use of past and present tense. Adverbs Introduce/revise adverbs. Express time and cause; then, next, soon.	Introduce possessive apostrophes for plural nouns. Introduce inverted commas.



Text Structure	Sentence	Useful	Word Classes	Punctuation
		Vocabulary		
Clear introduction	Variation in sentence	John Smith (64), a	Noun	Apostrophe to
and conclusion.	structures e.g. While the	retired community	Nouns and pronouns used for clarity	mark singular
	witness was distracted	officer said	and cohesion.	and plural
Links between key	As the police arrived		Noun phrases expanded by the	possession.
ideas in the		Within minutes	addition of modifying adjectives,	
newspaper.	Use embedded/relative		nouns and prepositional phrases.	Commas after
Who, what, where,	clauses	The school	<u>Verbs</u>	fronted
when and why	e.g. Mrs Holt, who was very	confirmed that	Standard English forms for verbs.	adverbials.
information is clear	angry			Use inverted
to orientate the	The tiger, that was pacing	She claimed that	Adjectives	commas and
reader.			Choose appropriate adjectives	other
	Include adverbs to show how	He continued by		punctuation to
Paragraphs organised	often e.g. additionally,	informing us that	Connectives/conjunctions	indicate direct
correctly into key	frequently, rarely.		Use a wide range of connectives.	speech.
ideas.		Police were		
			Tense	
All newspaper layout			Correct use of past and present	
features included.			tense.	
Bold eye-catching			<u>Adverbs</u>	
headline which			Know what an adverbial phrase is.	
includes alliteration.			Fronted adverbials	
			Comma after fronted adverbials.	



Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
Developed	Sentence length varied e.g	Until this is	Noun_	Consolidate all
introduction and	short/long.	resolved	Locate and identify expanded noun	previous
conclusion using all		Unfortunately	phrases.	learning.
the newspaper's	Active and passive voice used			
layout features.	deliberately to heighten	Chaos ensued	<u>Verbs</u>	Brackets
	engagement.		Use modal verbs.	Dashes
Paragraphs developed	e.g. the café chairs were	Many panicked	Prefixes for verbs; dis, de, mis, over,	Colons
with prioritised	broken.	when	ise, ify.	Semi colons
information into			Convert adjectives in verbs using	
columns.	Wide range of subordinate	He disputed	suffixes; ate, ise, ify.	
	connectives			
Subheadings are used	e.g. whilst, until, despite.	She refused to	<u>Adjectives</u>	
as an organisational		accept that	Choose appropriate adjectives	
device.	Complex sentences that use			
	well known economic	The parents agreed	Connectives/conjunctions	
Formal language used	expression.	that	Use a wide range of connectives.	
throughout to engage	e.g Because of their courageous			
the reader.	efforts, all the passengers were	Witnesses	<u>Tense</u>	
	saved, which was nothing short		Change tense according to features of	
Quotations are	of a miracle.	Pupils emphasized	the genre.	
succinct/emotive.				
		They spoke to	<u>Adverbs</u>	
			Know what an adverbial phrase is.	
		In addition to this	Fronted adverbials	
			Comma after fronted adverbials.	
			Adverbials of time, place and number.	



Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
Name	Mark france are controlled and		Maria	Her could a see as
Newspapers well	Verb forms are controlled and	The impact of	Noun	Use a wide range
constructed that	precise		Expanded noun phrases to convey	of punctuation
answers the reader's	e.g. It would be helpful if you	Despite continued	complicated information concisely.	throughout the
questions.	could let me know as this will	efforts		writing.
	enable us to take further action.		<u>Verbs</u>	
The writer		Subsequently	Use modal verbs.	
understands the	Modifiers are used to intensify		Prefixes for verbs; dis, de, mis, over,	
impact and thinks	or qualify	The appointed	ise, ify.	
about the response.	e.g. insignificant amount,	spokesman	Convert adjectives in verbs using	
	exceptionally		suffixes; ate, ise, ify.	
Information is		In addition		
prioritised according	Sentence length and type varied		<u>Adjectives</u>	
to importance and a	according to purpose.	Mrs Hedges	Choose appropriate adjectives	
frame of response set		emphasized		
up for the reply.	Fronted adverbials used to		Connectives/conjunctions	
	clarify writer's position	Tragic	Use a wide range of connectives.	
Headlines include	e.g. As a consequence of the			
puns.	accident	Crisis situation	Tense	
•		Epic proportions	Change tense according to features of	
	Complex noun phrases used to		the genre.	
	add detail e.g. the dilapidated	Many parents		
	fencing around the enclosure	refused to accept	Adverbs	
	was extremely dangerous.		Link ideas across a text using cohesive	
	,	The horror	devices such as adverbials.	
	Prepositional phrases used			
	cleverly.	Politicians also spoke		
	e.g. In the event of a fire	of how		



Text Structure	Sentence	Useful	Word Classes	Punctuation
		Vocabulary		
Beginning or end of	Simple sentences, starting with a	Year 1 ambitious	Noun	Use spaces to
narrative signalled e.g.	pronoun and a verb e.g. He went	vocabulary used	What a noun is.	separate words.
one day	home		Regular plural nouns with 'er'	
		Range of size		Begin to use full
Ideas grouped together	Simple connectives are used to	adjectives used e.g.	Verbs	stops.
for similarity.	construct simple sentences e.g.	big, small	Third person, first person singular.	
	and, but, then, so.		Ending added to verbs where there is	Begin to use
Attempts at third		Range of colour	change to root.	exclamation
person writing.		adjectives used e.g.	Simple past tense 'ed'	marks.
e.g. The wolf was		red, blue		
hiding.			Adjectives	Begin to use
		Range of emotion	Add 'er' and 'est' to adjectives where no	exclamation
Written in the		words used e.g. sad,	change is needed to root word.	marks.
appropriate tense.		angry, cross		
(mainly consistent)			Connectives/conjunctions	Capital letters for
e.g. Goldilocks was		Pronouns: I, she, he,	Join words and sentences using and/then.	start of sentence,
Jack is		they.		names, personal
		Conjunctions: and,	Tense	pronouns.
		but, then,	Simple past tense 'ed'.	
		or, this		Read words with
		· ·		contractions.
		Prepositions: up,		
		down, in, into, out, to,		
		onto		
		Time connectives:		
		first, then, next		
		,,		
		Once upon a time,		
		one day, happily ever		
		after		



Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
chronologically indicated by time related words e.g. If finally Divisions in narrative may be marked by sections/paragraphs Connections between sentences make reference to characters e.g. Peter and Jane/ they	Subject/verb sentences e.g. He was They were It happened Simple connectives and, but, then, so, when link clauses Speech-like expressions in dialogue e.g. Chill out! Use simple adverbs e.g. quickly, slowly. Use simple noun phrases e.g. massive field	Year 2 ambitious vocabulary used Time connectives: after, after that, at that moment, by next morning, in the end, one day, next morning, soon, as soon as, until, when, while, later, soon, never, now, tomorrow, finally, in the end, in conclusion, ultimately, to conclude, to summarise Conjunctions: who, because Adverbs: suddenly, quickly, slowly, carefully, nervously, excitedly, happily, lazily, angrily, slowly, truthfully	Noun Form nouns using suffixes and compounding. Expanded noun phrases for description. Add 'es' to nouns. Verbs Progressive form of verbs in the past and present tense. Add 'es', 'ed' and 'ing' to verbs. Adjectives Add 'er' and 'est' to adjectives where no change is needed to root word. Connectives/conjunctions Subordination — when, if, that, because Coordination — or, and, but. Tense Correct and consistent use of past and present tense. Adverbs 'ly' added to adjective to form adverb.	Use spaces that reflect the size of the letters. Use full stops correctly. Use question marks correctly. Use exclamation marks correctly. Use capital letters correctly. Apostrophes for contractions. Possessive apostrophes for singular nouns. Commas to separate items in lists.



Text Structure	Sentence	Useful	Word Classes	Punctuation
		Vocabulary		
Time and place are	Simple sentences with extra	Year 3 ambitious	Noun	Introduce
referenced to guide	description.	vocabulary used	Form nouns using prefixes.	possessive
the reader through			Nouns and pronouns used to avoid	apostrophes for
the text e.g. in the	Some complex sentences	Connectives: also,	repetition.	plural nouns.
morning	using because, which, where	however, therefore,		
	etc.	after the, just then,		Introduce
Organised into		furthermore,	<u>Verbs</u>	inverted
paragraphs e.g.	Tense consistent e.g. typically	nevertheless, on	Present perfect forms of verbs	commas.
When she arrived at	past tense for narration,	the other hand,	instead of 'the'	
the bear's house	present tense in dialogue	consequently,		
		immediately, as	<u>Adjectives</u>	
Cohesion is	Dialogue is realistic and	soon as	Choose appropriate adjectives.	
strengthened	conversational in style e.g.			
through relationships	Well, I suppose	Adverbs: very,	Connectives/conjunctions	
between characters		rather, slightly	Express time and cause (when, so,	
e.g. Jack, his, his	Verbs used are specific for		before, after, while, because)	
mother, her	action e.g. rushed, shoved,			
	pushed		Tense	
			Correct and consistent use of past	
	Adverbials		and present tense.	
	e.g. When she reached			
	home		<u>Adverbs</u>	
			Introduce/revise adverbs.	
	Expanded noun phrases e.g.		Express time and cause; then, next,	
	two horrible hours		soon.	



Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
opening and resolution Links between sentences help to navigate the reader from one idea to the next e.g. contrasts in mood angry mother, disheartened Jack Paragraphs organised correctly to build up	Variation in sentence structures e.g. while, although, until Use embedded/relative clauses e.g. Marcus, who grinned slyly at the teacher, Include adverbs to show how often or add subtlety of meaning e.g. exactly, suspiciously Tense changes appropriate; verbs may refer to continuous action e.g. will be thinking	Year 4 ambitious vocabulary used Connectives: in addition, furthermore, consequently, in the end, much later on, moreover, in due course, eventually	Nouns and pronouns used for clarity and cohesion. Noun phrases expanded by the addition of modifying adjectives, nouns and prepositional phrases. Verbs Standard English forms for verbs. Adjectives Choose appropriate adjectives Connectives/conjunctions Use a wide range of connectives. Tense Correct use of past and present tense. Adverbs Know what an adverbial phrase is. Fronted adverbials Comma after fronted adverbials.	Apostrophe to mark singular and plural possession. Commas after fronted adverbials. Use inverted commas and other punctuation to indicate direct speech.



Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
Sequence of plot may	Sentence length varied e.g	Year 5 ambitious	Noun	Consolidate all
be disrupted for effect	short/long.	vocabulary used	Locate and identify expanded noun	previous learning.
e.g. flashback	Silving.	vocabalal y asca	phrases.	previous rearring.
Ĭ	Active and passive voice used		·	Brackets
Opening and resolution	deliberately to heighten		Verbs	Dashes
shape the story	engagement.		Use modal verbs.	Colons
	e.g. the ring was removed from		Prefixes for verbs; dis, de, mis, over, ise,	Semi colons
Structural features of	the drawer		ify.	
narrative are included			Convert adjectives in verbs using suffixes;	
e.g. repetition for effect	Wide range of subordinate		ate, ise, ify.	
	connectives			
Paragraphs varied in	e.g. whilst, until, despite.		<u>Adjectives</u>	
length and structure.			Choose appropriate adjectives	
	Embedded subordinate clauses			
Pronouns used to hide	are used for economy or		Connectives/conjunctions	
the doer of the action	emphasis		Use a wide range of connectives.	
e.g. it crept into the				
woods	Figurative language used to build		<u>Tense</u>	
	description (sometimes clichéd)		Change tense according to features of the	
	e.g. the crowd charged like bulls		genre.	
	Repetition is used for effect e.g.		Adverbs	
	the boys ran and ran until they		Know what an adverbial phrase is.	
	could run no more.		Fronted adverbials	
			Comma after fronted adverbials.	
			Adverbials of time, place and number.	



Text Structure	Sentence	Useful	Word Classes	Punctuation
		Vocabulary		
The story is well constructed and raises intrigue. Dialogue is used to move the action on who heighten empathy for central character Deliberate ambiguity is set up in the mind of the reader until later in the text	Viewpoint is well controlled and precise e.g. Maggie stared dejectedly at the floor; her last chance had slipped from her grasp. Modifiers are used to intensify or qualify e.g. insignificant amount, exceptionally Sentence length and type varied according to purpose. Fronted adverbials used to clarify writer's position e.g. As a consequence of his selfish actions Figurative language used to build up description e.g. everyone charged like a deer pack under threat Complex noun phrases used to add detail e.g. The distinctive sapphire ring is slowly removed	Year 6 ambitious vocabulary used.	Noun Expanded noun phrases to convey complicated information concisely. Verbs Use modal verbs. Prefixes for verbs; dis, de, mis, over, ise, ify. Convert adjectives in verbs using suffixes; ate, ise, ify. Adjectives Choose appropriate adjectives Connectives/conjunctions Use a wide range of connectives. Tense Change tense according to features of the genre. Adverbs Link ideas across a text using cohesive devices such as adverbials.	Use a wide range of punctuation throughout the writing.
	from her slender hand. Prepositional phrases used cleverly. e.g. In the messy scramble for the bag.			