

## Composition

### **Write with purpose**

This concept involves understanding the purpose or purposes of a piece of writing.

- Say first and then write to tell others about ideas.
- Write for a variety of purposes.
- Plan by talking about ideas and writing notes.
- Use some of the characteristic features of the type of writing used.
- Write, review and improve.

### **Use imaginative description**

This concept involves developing an appreciation of how best to convey ideas through description.

- Use well-chosen adjectives to add detail.
- Use names of people, places and things.
- Use well-chosen adjectives
- Use nouns and pronouns for variety.
- Use adverbs for extra detail.

### **Organise writing appropriately**

This concept involves developing an appreciation of how best to convey ideas through description.

- Re-read writing to check it makes sense.
- Use the correct tenses.
- Organise writing in line with its purpose.

### **Use paragraphs**

This concept involves understanding how to group ideas so as to guide the reader.

- Write about more than one idea.
- Group related information.

### **Use sentences appropriately**

This concept involves using different types of sentences appropriately for both clarity and for effect.

- Write so that other people can understand the meaning of sentences.
- Sequence sentences to form clear narratives.
- Convey ideas sentence by sentence.
- Join sentences with conjunctions and connectives.
- Vary the way sentences begin.

## Transcription

### **Present neatly**

This concept involves developing an understanding of handwriting and clear presentation.

- Sit correctly and hold a pencil correctly.

- Begin to form lower-case letters correctly.
- Form capital letters.
- Form digits 0-9.
- Understand letters that are formed in similar ways.
- Form lower-case letters of a consistent size.
- Begin to join some letters.
- Write capital letters and digits of consistent size.
- Use spacing between words that reflects the size of the letters.

### **Spell correctly**

This concept involves understanding the need for accuracy.

- Spell words containing 40+ learned phonemes.
- Spell common exception words (the, said, one, two and the days of the week).
- Name letters of the alphabet in order.
- Use letter names to describe spellings of words.
- Add prefixes and suffixes, learning the rule for adding s and es as a plural marker for nouns, and the third person singular marker for verbs (I drink - he drinks).
- Use the prefix un.
- Use suffixes where no change to the spelling of the root word is needed: helping, helped, helper, eating, quicker, quickest.
- Use spelling rules.
- Write simple sentences dictated by the teacher.
- Spell by segmenting words into phonemes and represent them with the correct graphemes
- Learn some new ways to represent phonemes.
- Spell common exception words correctly.
- Spell contraction words correctly (can't, don't).
- Add suffixes to spell longer words (-ment, -ness, -ful and -less).
- Use the possessive apostrophe. (singular) (for example, the girl's book)
- Distinguish between homophones and near-homophones.

### **Punctuate accurately**

This concept involves understanding that punctuation adds clarity to writing.

- Leave spaces between words.
- Use the word 'and' to join words and sentences.
- Begin to punctuate using a capital letter for the name of people, places, the days of the week and I.
- Use both familiar and new punctuation correctly, including full stops, capital letters, exclamation marks, question marks, commas for lists and apostrophes for contracted forms.
- Use sentences with different forms: statement, question, exclamation and command.
- Use extended noun phrases to describe and specify (e.g. the blue butterfly).
- Use subordination (when, if, that or because).

- Use coordination (or, and, but).
- Use some features of standard written English.
- Use the present and past tenses correctly, including the progressive form.

## **Analysis and presentation**

### **Analyse writing**

This concept involves understanding how grammatical choices give effect and meaning to writing.

- Discuss writing with the teacher and other pupils.
- Use and understand grammatical terminology in discussing writing:

Year 1

- word, sentence, letter, capital letter, full stop, punctuation, singular, plural, question mark, exclamation mark.

Year 2

- Use and understand grammatical terminology in discussing writing:
  - verb, tense (past, present), adjective, noun, suffix, apostrophe, comma.

### **Present writing**

This concept involves learning to reflect upon writing and reading it aloud to others.

- Read aloud writing clearly enough to be heard by peers and the teacher.
- Read aloud writing with some intonation.