

Composition

Write with purpose

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

- Identify the audience for writing
- Choose the appropriate form of writing using the main features identified in reading.
- Note, develop and research ideas.
- Plan, draft, write, edit and improve.

Use imaginative description

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

- Create characters, settings and plots.
- Use alliteration effectively.
- Use similes effectively.
- Use a range of descriptive phrases including some collective nouns.

Organise writing appropriately

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

- Use organisational devices such as headings and sub headings.
- Use the perfect form of verbs to mark relationships of time and cause.
- Use connectives that signal time, shift attention, inject suspense and shift the setting.

Use paragraphs

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

- Organise paragraphs around a theme
- Sequence paragraphs.

Use sentences appropriately

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

- Use a mixture of simple, compound and complex sentences.
- Write sentences that include:
 - conjunctions
 - adverbs
 - direct speech, punctuated correctly
 - clauses
 - adverbial phrases.

Transcription

Present neatly

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

- Join letters, deciding which letters are best left un-joined.
- Make handwriting legible by ensuring downstrokes of letters are parallel and letters are spaced appropriately.

Spell correctly

This concept involves understanding the need for accuracy.

- Use prefixes and suffixes and understand how to add them.
- Spell homophones correctly.
- Spell correctly often misspelt words.

- Place the possessive apostrophe accurately in words with regular plurals (for example, girls', boys') and in words with irregular plurals (for example, children's).
- Use the first two or three letters of a word to check its spelling in a dictionary.
- Write from memory simple sentences, dictated by the teacher, that include words and punctuation taught so far.

Punctuate accurately

This concept involves understanding that punctuation adds clarity to writing.

- Develop understanding of writing concepts by:
- Extending the range of sentences with more than one clause by using a wider range of conjunctions, including when, if, because, although.
- Using the present perfect form of verbs in contrast to the past tense.
- Choosing nouns or pronouns appropriately for clarity and cohesion and to avoid repetition.
- Using conjunctions, adverbs and prepositions to express time and cause.
- Using fronted adverbials.
- Indicate grammatical and other features by:
- Using commas after fronted adverbials.
- Indicating possession by using the possessive apostrophe with plural nouns.
- Using and punctuating direct speech.

Analysis and presentation

Analyse writing

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

- Use and understand grammatical terminology when discussing writing and reading:

Year 3

- word family, conjunction, adverb, preposition, direct speech, inverted commas (or 'speech marks'), prefix, consonant, vowel, clause, subordinate clause.

Year 4

- pronoun, possessive pronoun, adverbial.

Present writing

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

- Read aloud writing to a group or whole class, using appropriate intonation.