

**Composition: planning and preparation**

1	identify audience for and purpose of writing	C	M
2	select correct/appropriate form	C	M
3	locate possible resources	C	M
4	look at writing models similar to their own	C	M
5	make notes of ideas and develop initial ideas	C	M
6	discuss how authors have developed setting	C	M
7	discuss how authors have developed characters	C	M

**Composition: drafting and writing**

8	use vocabulary appropriate to the subject, genre and audience	C	M
9	discuss how vocabulary choices can enhance/change meaning	C	M
10	describe characters	C	M
11	describe settings	C	M
12	create atmosphere	C	M
13	include dialogue to develop character and advance the action	C	M
14	use dialogue to advances action	C	M
15	précis longer passages	C	M
16	organise ideas into sequenced paragraphs	C	M
17	include non narratives devices to aid reader i.e. bullet points/headings	C	M

**Composition: evaluates and edits**

18	assess own/others' writing against criteria	C	M
19	suggest alternatives to vocabulary to enhance writing	C	M
20	suggest alternatives to grammar to clarify meaning	C	M
21	suggest alternatives to punctuation to aid cohesion within paragraphs	C	M
22	check tense is consistent	C	M
23	check that singular subjects have singular verbs i.e. Brian is a sailor	C	M
24	check that plural subjects have plural verbs i.e. my brothers are artists	C	M
25	choose correct register when writing i.e. formal language in report/informalities of speech in narrative	C	M
26	proof read for spelling, punctuation and grammar	C	M
27	perform their work appropriately to ensure meaning is clear, including appropriate intonation, volume and movement	C	M

**Spelling**

28	use and understand common prefixes from Spelling Appendix 5&6	M
29	use and understand common suffixes from Spelling Appendix 5&6	M
30	spell 50 words from Spelling Appendix 5&6 correctly	M
31	spell 100 words from Spelling Appendix 5&6 correctly	M
32	spell some words with silent letters	M
33	use first 3 or 4 letters when locating words in a dictionary	M
34	check spelling and meaning using a dictionary	M
35	use a thesaurus	M
36	be aware that words have roots and origins	M

### Vocabulary, grammar and punctuation

37	note difference in vocabulary and structure for formal/informal speech and writing	C	M
38	group words as synonyms/antonyms	C	M
39	Understand and use the following terms in their writing:		
	relative clauses	C	M
	modal verbs/adverbs	C	M
	passive verbs	C	M
	perfect form of verbs to mark relationships of time and cause	C	M
	use of subjunctive form	C	M
	expanded noun phrases	C	M
	relative pronoun	C	M
	cohesion	C	M
	ambiguity	C	M
	synonym	C	M
	antonym	C	M
	subject	C	M
	object	C	M
40	use commas to assist reader	C	M
41	attempt to use:		
	brackets, dashes and commas to indicate parenthesis	C	M
	colon/semicolon to mark boundaries	C	M
	colon to introduce a list	C	M
	bullet points	C	M
	hyphens	C	M
	ellipsis	C	M
42	use appropriate conjunctions and adverbs/adverbials to aid cohesion within paragraphs	C	M
43	rearrange paragraphs and sentences to achieve different effects	C	M

### Handwriting

44	write fluently	M
45	join correctly	M
46	write with increasing speed	M
47	use appropriate writing implements for purpose	M
48	use a variety of writing tools with confidence	M
49	use appropriate style of handwriting for purpose	M