





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



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



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



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







Text Structure	Sentence	Useful Vocabulary	Word Classes	Punctuation
Developed introduction and	Sentence length varied e.g	In (insert year) at the age	Noun	Use a wide range of punctuation
conclusion including elaborated personal response.	short/long.	ofhe/she	Locate and identify expanded noun phrases.	throughout the writing.
·	Active and passive voice used	The time came for In	·	
Description of events are	deliberately to heighten	his/her later years	<u>Verbs</u>	
detailed and engaging.	engagement. e.g. Giraffes	·	Use modal verbs. Prefixes	
	left the enclosure.	Once he/she had	for verbs; dis, de, mis, over,	
The information is organised			ise, ify. Convert adjectives in	
chronologically with clear	Wide range of subordinate	Nobody is sure why	verbs using suffixes; ate, ise,	
signals to the reader about	connectives e.g. whilst, until,		ify.	
time, place and personal	despite.	In spite of		
response.			<u>Adjectives</u>	
		His/Her lasting legacy is that	Choose appropriate adjectives	
Purpose of the recount an				
experience revealing the			Connectives/conjunctions Use	
writer's perspective.			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	Punctuation
The report is well constructed	Verb forms are controlled and	They are unusually	Noun	Consolidate learning.
and answers the reader's	precise e.g. It would be		Expanded noun phrases to convey	
questions.	regrettable if the wild life	They are rarely	complicated information concisely.	Brackets
	funds come to an end.			
The writer understands the		They are never	<u>Verbs</u>	Dashes
impact and thinks about the	Modifiers are used to		Use modal verbs. Prefixes for	
response.	intensify or qualify e.g.	They are very	verbs; dis, de, mis, over, ise, ify.	Colons
	insignificant amount,		Convert adjectives in verbs using	
Information is prioritised according to importance and a	exceptionally	Generally	suffixes; ate, ise, ify.	Semi colons
frame of response set up for	Sentence length and type	Be careful if you	<u>Adjectives</u>	
the reply.	varied according to purpose.	·	Choose appropriate adjectives	
		Frequently they		
	Fronted adverbials use to		Connectives/conjunctions Use a	
	clarify writer's position e.g.	I will attempt to	wide range of connectives.	
	As a consequence of their			
	actions	This article will frame	<u>Tense</u>	
			Change tense according to	
	Complex noun phrases used to	It can be difficult to	features of the genre.	
	add detail e.g. The fragile eggs		<u>Adverbs</u>	
	are slowly removed from the	Each paragraph	Link ideas across a text using	
	large mother hen.		cohesive devices such as	
		More than	adverbials.	
	Prepositional phrases used			
	cleverly. e.g. In the event of a	Half		
	fire			
		Less than half		