



# Information writing progression

	EYFS	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Inform	<ul style="list-style-type: none"> <li>- Captions</li> <li>- Lists</li> <li>- Notices/signs</li> <li>- Shared instructions</li> <li>- Oral recount</li> <li>- Labelling sentences</li> </ul>	<ul style="list-style-type: none"> <li>- Information poster</li> <li>- Invitation</li> <li>- Postcard</li> <li>- Recount of real-life event</li> <li>- Instructions for well-known process/something familiar</li> </ul>	<ul style="list-style-type: none"> <li>- Informal letter</li> <li>- Chronological report</li> <li>- Non-chronological report</li> <li>- Recount letter</li> <li>- Diary</li> </ul>	<ul style="list-style-type: none"> <li>- Non-chronological report</li> <li>- Diary entry</li> <li>- Letter</li> <li>- Instructions for imagined process</li> </ul>	<ul style="list-style-type: none"> <li>- Book review</li> <li>- Webpage</li> <li>- Diary</li> <li>- Newspaper report</li> <li>- Formal letter</li> </ul>	<ul style="list-style-type: none"> <li>- Reviewing an event (modern day/historical)</li> <li>- Diary entry</li> <li>- Newspaper report</li> <li>- Explanation text</li> <li>- Biography</li> </ul>	<ul style="list-style-type: none"> <li>- Magazine article</li> <li>- Non-chronological report</li> <li>- Journalistic article/blog</li> <li>- Diary entry</li> <li>- Formal letter</li> <li>- Newspaper article</li> </ul>
Text features	<ul style="list-style-type: none"> <li>- Chronological order</li> </ul>	<ul style="list-style-type: none"> <li>- Past tense</li> <li>- Present tense</li> <li>- Images</li> </ul>	<ul style="list-style-type: none"> <li>- Appropriate tense to match the form</li> <li>- Headings</li> <li>- Images</li> </ul>	<ul style="list-style-type: none"> <li>- Use of paragraphs for sections</li> <li>- Sub-headings</li> <li>- Use of bold, italic to highlight key terms</li> </ul>	<ul style="list-style-type: none"> <li>- Headline</li> <li>- Date</li> <li>- Columns</li> <li>- Captions</li> </ul>	<ul style="list-style-type: none"> <li>- Technical vocabulary</li> <li>- Bullet points</li> <li>- Technical vocabulary</li> <li>- Diagrams</li> <li>- Using paragraphs to group ideas</li> </ul>	<ul style="list-style-type: none"> <li>- Vocabulary and language choices for audience and purpose</li> <li>- Glossaries</li> </ul>
Grammar and sentences	<ul style="list-style-type: none"> <li>- Simple sentences</li> <li>- Lists</li> </ul>	<ul style="list-style-type: none"> <li>- Use of co-ordinating conjunction 'and'</li> <li>- Use of adjectives to describe and inform</li> </ul>	<ul style="list-style-type: none"> <li>- Co-ordinating conjunctions linking two sentences again (and, but, so, yet, or)</li> <li>- Subordinating conjunctions in the middle of a sentence (until, because, if, when)</li> <li>- Statements</li> <li>- Questions</li> <li>- Exclamation sentences</li> </ul>	<ul style="list-style-type: none"> <li>- Subordinating conjunctions to open sentences</li> <li>- Expanded noun phrases to inform</li> </ul>	<ul style="list-style-type: none"> <li>- Begin to use present perfect tense to place events in time</li> <li>- Direct speech</li> </ul>	<ul style="list-style-type: none"> <li>- Relative clauses</li> <li>- Formal language</li> <li>- Modal verbs</li> <li>- Commas to separate clauses</li> <li>- Using verb prefixes</li> <li>- Reported speech</li> </ul>	<ul style="list-style-type: none"> <li>- Subjunctive form</li> <li>- Active and passive voice</li> </ul>
Punctuation	<ul style="list-style-type: none"> <li>- Finger spaces</li> <li>- Capital letters</li> <li>- Full stops</li> </ul>	<ul style="list-style-type: none"> <li>- Finger spaces</li> <li>- Capital letters</li> <li>- Full stops</li> <li>- Question marks</li> <li>- Exclamation marks</li> <li>- Capital letters for proper nouns (names, places, days of the week, months of the year)</li> <li>- Capital letters for personal pronoun 'I'</li> </ul>	<ul style="list-style-type: none"> <li>- Commas in a list</li> <li>- Apostrophe for contraction and singular possession</li> </ul>	<ul style="list-style-type: none"> <li>- Commas in a list</li> <li>- Apostrophe for possession</li> </ul>	<ul style="list-style-type: none"> <li>- Understanding the difference between plural and possessive 's'</li> <li>- Inverted commas for direct speech</li> <li>- Start a speech sentence with the reported clause, which has a comma</li> <li>- Apostrophe for possession with plural nouns</li> </ul>	<ul style="list-style-type: none"> <li>- Commas for clauses to avoid ambiguity</li> <li>- Brackets, dashes or commas to indicate parenthesis</li> <li>- Using semi-colons for complex lists</li> <li>- Colons to introduce a list</li> <li>- bullet points</li> </ul>	<ul style="list-style-type: none"> <li>- colons and semi-colons to mark independent clauses</li> </ul>

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