

Writing to Inform

	Year One	Year Two	Year Three	Year Four	Year Five	Year Six
	Non-fiction recounts sequences sentences.	Report writing – chronological	Report writing – chronological with organizational devices	Explanation texts – magazine style with organizational devices	Newspaper reports with first-person recounts to include speech punctuation	Chronological and non- chronological reports
	Simple descriptions	Report writing – non chronological	Report writing – non- chronological with organizational devices	Explanation texts – newspaper reports with organizational devices	Explanation and recount texts	Biography and autobiography
Sticky knowledge	Sentences with nouns and verbs – oral rehearsal	Statement, exclamation and question sentences	Subordinating conjunctions and prepositions of time	Headings and sub-heading, expanded noun phrases	Quotes, parenthesis for additional information	Organisation devices – columns, & tables
Grammar and punctuation	Simple sentences with patterned language Use words and phrases from familiar stories Sequence ideas A sentence is a complete idea.	Sentences with conjunctions (adverbs of time), noun phrases , commas between adjectives, progressive tense . Use ? and ! correctly. Apostrophes for contraction and possession (singular) →	Sentences with devices to express time, place & cause Grouping ideas into paragraphs Varying tenses – present perfect Beginning to use direct speech	Multi-clause / phrase sentences Expanding noun phrases with relative pronouns Fronted adverbials with commas Securing use of paragraphs Apostrophes for possession (plural)	Multi-clause sentences with relative clauses Adverbs and modal verbs to show degrees of possibility Cohesion using within and across paragraphs – time conjunctions, adverbials, tenses	Tone – formal and informal, passive voice, subjunctive form Direct and reported speech Cohesive devices used confidently
Appendix 2	Suffixes – plurals, ing / ed / er Combining words to make sentences Punctuation for simple sentences, I and names Co-ordinating conjunctions Simple present and past tense	Suffixes – compounding, adjectives & adverbs Co-ordinating conjunctions – or, and, but. Subordinating conjunctions – when, if, that, because. noun phrases commas in a list . ? ! Tenses : simple, progressive NB no need for speech until Y3 What big ears you have! What time is it?	Prefixes a / an word families Time, place, cause: Subordinating conjunctions -when, before, after, while, so, because Adverbs – then, next, soon etc Prepositions – before, after, during, in Introduction to paragraphs Inverted commas for direct speech	Secure knowledge of apostrophes for contraction and possession Standard English e.g. we were, we did Speech punctuation – opening and closing commas (speech sandwich) →	Brackets, dashes or commas for parenthesis Commas to clarify meaning / avoid ambiguity NB opening and closing speech punctuation should be secure by Y4. Tiptoeing out of the room, she whispered, “Sleep well, Mary.” Ready for quotes when doing PEE!	Colon for items in a list, semi-colons within lists, Semi-colon, colon, dash to mark boundary between 2 independent clauses Hyphens to avoid ambiguity So by now secure understanding of when to use commas is vital – no comma splicing! Shall we eat Grandma! Shall we eat, Grandma?
	Letter, capital letter, word, singular, plural, sentence, punctuation, full stop question mark, exclamation mark	Noun, noun phrase, statement, question, exclamation, command, compound, suffix, adjective, adverb, verb, tense (past, present) apostrophe, comma	Preposition, conjunction, word family, prefix, clause, subordinate clause, direct speech, consonant, Inverted commas	Determiner, pronoun, possessive pronoun, adverbial	Modal verb, relative pronoun, relative clause, parenthesis, bracket, dash, cohesion, ambiguity	Subject, object, agent , active, passive, synonym, antonym, ellipsis, hyphen, colon, semi-colon, bullet points