



Outcome
Information leaflet / guide (London / Preston)

Purpose
To provide detailed information about the way things are

Audience
Parents / Family



Reading Skills

- Use the first two letters to locate words in a dictionary
- Discuss the purpose of paragraphs in non-fiction texts
- Analyse texts looking at structure and presentation
- Activate prior knowledge and prepare for research by creating a mind map, or concept map, of what is already known about the subject
- Identify how specific information is organised within a non-fiction text
- Use a title, cover and blurb to determine whether a book will provide relevant information for research
- Locate features of information texts in print and on screen
- Record information from non-fiction texts. Complete charts using key words, phrases or sentences
- Make contributions in group situations

Grammar Skills

- Identify **clauses** in sentences
- Explore and identify main and **subordinate clauses** in complex sentences
- Explore, identify and create complex sentences using a range of **conjunctions**
- Use the **comma** to separate clauses in complex sentences where the subordinate clause appears first

Writing Skills

- Identify purpose and audience for writing
- Discuss and record ideas for planning using a range of formats
- Improve a passage prepared by the teacher with a focus on different sentence structures
- Using facts provided by the teacher, group related material into paragraphs
- Proofread to check for errors in spelling, grammar and punctuation in own writing
- Discuss own writing with the teacher and make some improvements the light of evaluation

Features

- **An opening statement**
- **Further information**
- **Sub-headings**
- **3rd person**
- **Present tense**
- **Description**
- **Images that add to information**

Key Vocabulary

Mind map	Non-fiction	Title	Cover	Blurb	Features	Clause
Subordinate clause		Complex sentence		Conjunction	Comma	Fact
						Proofread