



Writing opportunities for the application of grammar and punctuation

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Year 1						
Information e.g. labels, captions, fact files	Recount e.g. trip/event recounts (real events), simple diaries, letters to characters	Instructions e.g. ordering and sequencing, simple processes carried out or things that are made	Fiction e.g. short narratives where sentences are sequenced			
 Orally compose a sentence before writing it Write key words and new vocabulary Begin to link ideas by subject or pronoun Combine words to make single clause sentence Use and to join words and clauses Use capital letters for names of people and places Use punctuation in some sentences: Some full stops and capital letters Some question marks 	 Orally compose a sentence before writing it Write key words and new vocabulary Begin to link ideas by subject or pronoun Combine words to make single clause sentence Use and to join words and clauses Use capital letters for names of people, places, and days of the week Capital letter for the personal pronoun I Use punctuation in some sentences: Some full stops and capital letters Some question marks (letters) Some exclamation marks Spell days of the week accurately Some accurate use of suffixes (=-d) for past tense endings with no change to the root 	 Orally compose a sentence before writing it Write key words and new vocabulary Combine words to make single clause sentence Use and to join words and clauses Use punctuation in some sentences: Some full stops and capital letters 	 Orally compose a sentence before writing it Write key words and new vocabulary Use some simple description to describe a character or setting Begin to link ideas by subject or pronoun Combine words to make single clause sentence Use and to join words and clauses Use capital letters for names of people and places Use punctuation in some sentences: Some full stops and capital letters Some question marks Some exclamation marks Some accurate use of suffixes (-ed) for past tense endings with no change to the root Some accurate use of the prefix -un e.g. unhappy 			

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Year 2						
Information e.g. fact files, posters, reports	Recount e.g. trip/event recounts (write about real events), diaries, letters,	Instructions e.g. rules for games, recipes, directions, diagrams	Fiction e.g. extended narratives, fairytales and alternatives, adventure, fantasy, familiar settings			
 Use key words and new vocabulary – specific to the topic. Use conjunctions and pronouns to extend and link sentences. Co-ordination (and, or, but) to write compound sentences. Subordination (when, if, that, because) to write complex sentences. Some expanded noun phrases to add description and detail Write statements and questions Sentences with full stops and capital letters (including for proper nouns) Question marks Commas to separate items in lists Apostrophes for singular possession in nouns e.g. A penguin's feathers Use present tense Suffixes (ing, er, est) 	 Use conjunctions and pronouns to extend and link sentences Co-ordination (and, or, but) to write compound sentences. Subordination (when, if, that, because) to write complex sentences. Some expanded noun phrases to add description and detail Some use of —ly to turn adjectives into adverbs Write statements, questions and exclamations appropriately Sentences with full stops and capital letters (including for proper nouns) Exclamation marks for effect Question marks Apostrophes for simple contracted forms (I'm, I've) Use past tense Past progressive tense Suffixes (ed, ing, ly, er, est) 	 Use key words and new vocabulary technical vocabulary Co-ordination (and, or, but) to write compound sentences. Some expanded noun phrases where needed Some use of —ly to turn adjectives into adverbs Write commands appropriately Sentences with full stops and capital letters Commas to separate items in lists Apostrophes for simple contracted forms e.g. don't Use present tense 	 Use key words and new vocabulary from texts Use conjunctions and pronouns to extend and link sentences. Co-ordination (and, or, but) to write compound sentences. Subordination (when, if, that, because) to write complex sentences. Some expanded noun phrases to add description and detail Some use of –ly to turn adjectives into adverbs Write statements, questions and exclamations Sentences with full stops and capital letters (including for proper nouns) Exclamation marks for effect (Stop!) Question marks Commas to separate items in lists Apostrophes for simple contracted forms Apostrophes for singular possession in nouns Use past and present tense mostly correctly throughout writing Past progressive tense Suffixes (ed, ing, ly, er, est) 			

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Year 3					
Non- chronological reports • Use topic specific	Recount e.g. trip and visit recounts, historical events, diaries, letters, • Use topic or theme	e.g. processes and procedures • Use technical	Explanation In diagram from e.g. to link with science - lifecycles Use technical	Persuasion e.g. adverts and posters • Use vocabulary related	Fiction e.g. adventure, fantasy, traditional tales, legends, myths, fables Use a varied and rich
vocabulary Group related ideas into paragraphs Simple, compound and complex sentences using a variety of conjunctions Use of adverbs and prepositions to express time, place and cause Apostrophes for singular possession Consistent present tense including present progressive Capitals for proper nouns Question marks	 specific vocabulary Sequencing ideas or events maintaining form e.g. subheading, letter openings Write an opening paragraph and further paragraphs for each stage Simple, compound and complex sentences using a variety of conjunctions Use of adverbs and prepositions to express time, place and cause Consistent past tense including past progressive Present perfect tense for diary and letters Capitals for proper nouns Question and exclamation marks 	vocabulary Sequencing ideas or events maintaining form e.g. bullet points and numbers Concise simple sentences (statements and commands) Use of adverbs and prepositions to express time, place and cause Commas in a list Question and exclamation marks in openings and closings Consistent present tense	 Vocabulary Sequencing ideas or events maintaining form e.g. subheadings, arrows, bullet points and numbers Simple, compound and complex sentences using a variety of conjunctions Use of adverbs and prepositions to express time, place and cause Use conjunctions for cause (because, before, after) Consistent present tense including present progressive (unless explaining a historical event) 	to the theme Sequence ideas in a logical order maintaining form e.g. subheadings, bullet points, captions Simple, compound and complex sentences using a variety of conjunctions Use of adverbs and prepositions to express time, place and cause Apostrophes for possession Question and exclamation marks	 Write an opening paragraph and further paragraphs for each stage Simple, compound and complex sentences using a variety of conjunctions Use of adverbs and prepositions to express time, place and cause Use of inverted commas to punctuate direct speech Consistent past or present tense including past /present progressive e.g. the sun was shining Capitals for proper nouns

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Year 4						
Non-	Recount	Instructions	Explanation	Persuasion	Fiction	
chronological report	e.g. trips and visits, historical events, diaries, letters, news	e.g., processes and procedures, advice and rules	e.g. explain process of natural phenomena, explain why something	e.g. adverts, posters and letters	e.g. adventure, fantasy, traditional tales, legends, myths,	
	reports		is the way it is, encyclopedia entries		historical	
 Use rich topic specific vocabulary Paragraphs to organise information and ideas around a theme Expanded noun phrases (modifying adjectives, nouns and preposition phrases) Fronted adverbials to vary sentence structure Commas after fronted adverbials (both phrases and clauses) Some use of determiners Possessive apostrophes after plural nouns e.g. Vikings' treasure Possessive apostrophes after plural nouns e.g. Vikings' treasure 	 Use topic or theme specific vocabulary Paragraphs to sequence more extended narrative structures Expanded noun phrases (modifying adjectives, nouns and preposition phrases) Fronted adverbials to vary sentence structure Commas after fronted adverbials (both phrases and clauses) Consistent past tense including past progressive Continue to work on present perfect tense for diary and letters Use of inverted commas and other speech punctuation in news reports for direct quotes 	 Use technical vocabulary Use simple organisational devices to aid presentation e.g. subheadings, bullet points, numbers Concise and clear expanded noun phrases (modifying adjectives, nouns and preposition phrases) Fronted adverbials to vary sentence structure Commas after fronted adverbials (both phrases and clauses) Concise simple sentences (statements and commands) 	 Use technical vocabulary Use simple organisational devices to aid presentation e.g. subheadings, bullet points, numbers Expanded noun phrases (modifying adjectives, nouns and preposition phrases) Variety of sentence types – use conjunctions for cause (because, so, before, after) Fronted adverbials (firstly, after that, finally) Commas after fronted adverbials (both phrases and clauses) Possessive apostrophes after plural nouns 	 Use a varied and rich vocabulary specific to the theme Paragraphs to organise information and ideas around a theme Expanded noun phrases (modifying adjectives, nouns and preposition phrases) Variety of sentence types (simple, compound and complex) Some use of determiners Standard English forms for verb inflections 	 Use a varied and rich vocabulary Paragraphs to sequence more extended narrative structures Expanded noun phrases (modifying adjectives, nouns and preposition phrases) Fronted adverbials to vary sentence structure Commas after fronted adverbials (both phrases and clauses) Standard English forms for verb inflections The difference between plural and possessive s Use of inverted commas and other speech 	

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Year 5						
Non-chronological report	Recount e.g. trips and visits, historical events, diaries, letters, news reports, biographies	Explanation e.g. explain process of natural phenomena, explain why something is the way it is, encyclopedia entries	Persuasion e.g. audio/visual advert scripts, letters of complaint, leaflets to advertise	Fiction e.g. adventure, mystery, science-fiction, historical, legends		
 Use precise word choices Use paragraphs to organize more complex information Use a wide range of cohesive devices to build cohesion e.g. sentence types, adverbials, tense choice, synonyms, pronouns Expanded noun phrases - factual Relative clauses Adverbs and modals for possibility Brackets Possessive apostrophes after plural nouns e.g. Vikings' treasure 	 Demonstrate awareness of audience through vocabulary choices Use paragraphs to organize more complex narrative Use a wide range of cohesive devices to build cohesion e.g. sentence types, adverbials, tense choice, synonyms, pronouns Expanded noun phrases Relative clauses Fronted adverbials Modal verbs Commas after to fronted adverbials, to clarify meaning or avoid ambiguity Use of inverted commas and other speech punctuation in news reports for direct quotes Use of dashes for informal parenthesis in letters and emails 	 Use technical vocabulary Précis information Use paragraphs to organize more complex information Use a wide range of cohesive devices to build cohesion e.g. sentence types, adverbials, tense choice, synonyms, pronouns Expanded noun phrases Relative clauses Variety of clauses structures – use of a wide range of subordinating conjunctions and adverbs Modals verbs and adverbs for possibility Possessive apostrophes after plural nouns Brackets for extra information 	 Demonstrate awareness of audience through vocabulary choices and persuasive language Use paragraphs to organize more complex information Use a wide range of cohesive devices to build cohesion e.g. sentence types, adverbials, tense choice, synonyms, pronouns Expanded noun phrases Relative clauses Adverbs and modals for possibility – 'you should definitely visit this centre' Brackets and dashes for parenthesis Use of inverted commas and other speech punctuation for quotes and recommendations 	 Develop characterisation by showing the reader what characters say and do and how they feel/react Use paragraphs to organize more complex narrative Use a wide range of cohesive devices to build cohesion e.g. sentence types, adverbials, tense choice, synonyms, pronouns Expanded noun phrases Relative clauses Adverbs and modals for possibility Range of verb forms including past/present progressive and present perfect Use of inverted commas and other speech punctuation 		

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Year 6					
Non- chronological report e.g. hybrids with some explanation/ persuasion	Recount e.g. trips and visits, historical events, diaries, letters, news reports, biographies, autobiographies, journalistic reports	Explanation e.g. hybrids with some information/ persuasion	Persuasion e.g. radio scripts, formal letters, leaflets to recommend	Discussion e.g. reasoned or balanced argument, sharing of more than one view	Fiction e.g. adventure, mystery, science-fiction, historical, legends, flashbacks and flash forwards, hybrids
 Convey complication information concisely Use a range of cohesive devices to link within and across paragraphs Use a range of organisational and presentational devices Expanded noun phrases - factual Relative clauses – with omitted relative pronouns Adverbs and modals for possibility Brackets Colons and semicolons Hyphens and dashes 	 Make appropriate vocabulary choices to suit formality Use paragraphs to develop and expand ideas, descriptions, themes or events Use a range of cohesive devices to link within and across paragraphs Expanded noun phrases Relative clauses Passive voice in news reports - use of agentless passive 'The windows were smashed.' Dashes and brackets for informal comments Present perfect in diary - 'I have been very busy today. I have helped my mum' 	 Convey complication information concisely Use a range of cohesive devices to link within and across paragraphs Use a range of organisational and presentational devices Expanded noun phrases Relative clauses Variety of clauses structures – use of a wide range of subordinating conjunctions and adverbs Passive voice - 'the cog was turned by the chain'. Modals verbs and adverbs for possibility 	 Make appropriate vocabulary choices to suit formality Use a range of cohesive devices to link within and across paragraphs Expanded noun phrases Relative clauses with omitted relative pronouns Passive voice Adverbs and modals for possibility – 'you should definitely visit this centre' Use of subjunctive 	 Make appropriate vocabulary choices to suit formality Use a range of cohesive devices to link within and across paragraphs Use a range of organisational and presentational devices Expanded noun phrases Relative clauses Passive voice Semi-colons for contrasting viewpoints Modals and adverbs for possibility Use of subjunctive 	 Create atmosphere and settings using expressive and figurative language Use paragraphs to develop and expand ideas, descriptions, themes or events Use a range of cohesive devices to link within and across paragraphs Expanded noun phrases Relative clauses Adverbs and modals for possibility Past and present progressive in setting descriptions – 'the sun was shining, the birds were tweeting' Passive voice Hyphens in adjectives to avoid ambiguity Use of subjunctive

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