

Purposes for Writing: Writing to Inform

Writing to Inform

Help your pupils to understand that, when writing to inform, the aim is to pass on information to the reader. Teach them to use key facts and figures to help to inform the reader.

Writing to inform could be explored at KS1 through:

- recounts;
- letters;
- instructions.

Important Features

Teach your pupils to include **facts and figures** in their writing to pass on information clearly and accurately.

Encourage your pupils to think about whether to use the **past tense** or the **present tense**. The **present progressive tense** could also be taught when writing letters.

Revise the use of **joining words** to extend sentences, **such as: and; but; so; when; or; because.**

You may also want to encourage the use of **time linking words**, such as: **first; then; next; later.**

Punctuation

- Remind pupils to include:
- finger spaces
- capital letters
- full stops
- questions marks
- commas in lists

Ideas to Support Writing

- Encourage your pupils to rehearse their sentences or phrases orally before writing. This is a good opportunity to ensure that the sentence is as effective as possible.
- You may also wish to use a writing frame to help your pupils to structure their ideas.

