

sender's address

date

**appropriate
greeting**

introduction

chatty, informal style

conclusion

complimentary close

**finishes with the sender's
name or signature**

the full range of spelling, grammar and punctuation features that have been taught in previous year groups shown throughout including adverbs, prepositions and conjunctions to express time, place and cause; correct tense use and subordinate clauses

standard English verb inflections consistently used, e.g. we were not we was, I did not I done

writing organised into paragraphs around a theme.

simple layout devices in non-fiction used, e.g. headings and sub-headings

nouns or pronouns used appropriately to aid cohesion and avoid repetition, e.g. he, she, they, it

noun phrases expanded by the addition of modifying adjectives and prepositional phrases, e.g. the strict teacher with curly hair

fronted adverbials used followed by a comma, e.g. As quick as a flash,
Last weekend,

possessive apostrophes used accurately for plural possession

prefix words spelt correctly, e.g.
irrelevant, autograph, incorrect,
disobey, superstar, antisocial

suffix words spelt correctly, e.g.
usually, poisonous, adoration

homophones spelt correctly, e.g.
which and witch

knowledge of word families
used to aid spelling

Y3/Y4 statutory spelling words