

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