

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