



Writing Top Ten

Respect, Pride, Inclusion, Challenge, Creativity, Resilience

Composition	1) Use paragraphs to organise ideas and join ideas.
	2) Use organisational devices to structure texts: <ul style="list-style-type: none"> • bullet points • sub-headings
	3) Use cohesive devices like adverbials, pronouns and prepositional phrases and conjunctions in a variety of genres for different audiences.
Punctuation	4) Use all punctuation from previous years: <ul style="list-style-type: none"> • full stops, capital letters, question and exclamation marks, • commas for lists and after fronted adverbials, • apostrophes for contracted forms and for the possessive-singular and plural, • use and punctuate direct speech And use: <ul style="list-style-type: none"> • commas to clarify meaning: to mark adverbials and relative clauses. • colons after a main clause, to open a list or to express a reason, • semi-colons to join two main clauses.
	5) Use brackets, dashes or commas to mark additional information in a sentence e.g Mrs. Longworth, who is the headteacher, likes everyone to use cursive handwriting.
Grammar	6) Use dashes for additional information you are adding to a main clause.
	7) Use fronted adverbials for frequency and manner.
	8) Use modal verbs or adverbs to indicate degrees of possibility.
	9) Use active and passive voice for effect.
	10) Use the correct tense, consistently, throughout all texts.

Handwriting: choose which shape of a letter to use and decide whether to join certain letters. Use handwriting pens for writing. Begin to use fountain pens for joined writing.