



## Writing Top Ten

Respect

, Pride, Inclusion, Challenge, Creativity, Resilience

Composition	1) Use organisational and presentational devices to structure a text: <ul style="list-style-type: none"> <li>• paragraphs</li> <li>• underlining and italicising</li> <li>• use sub-headings (in a variety of texts).</li> </ul>
	2) Write in different registers including the subjunctive form.
	3) Write to entertain, inform, persuade and discuss from different viewpoints that suit specific audiences.
Punctuation	4) Use all punctuation from previous years: <ul style="list-style-type: none"> <li>• full stops and capital letters,</li> <li>• question and exclamation marks,</li> <li>• commas for lists and after fronted adverbials,</li> <li>• apostrophes for contracted forms and for the possessive-singular and plural,</li> <li>• use and punctuate direct speech,</li> <li>• commas to clarify meaning: to mark adverbials, vocatives, items in a list and relative clauses.</li> <li>• colons after a main clause, to open a list or to express a reason,</li> <li>• semi-colons to join two main clauses,</li> <li>• use brackets, dashes and commas to mark additional information and different subordinate clauses.</li> </ul>
	5) Use hyphens to join two words to create compound adjectives (avoiding ambiguity).
Grammar	6) Use conjunctions, adverbs and prepositions to express time, cause, manner and effect.
	7) Use modal verbs to show likelihood, ability and permission.
	8) Use active and passive verbs/voice.
	9) Use a variety of sentence lengths and types for desired effect.
	10) Use the correct tense-consistently-throughout writing including changes in tense in specific texts.

*Handwriting: develop your own style but always join appropriately, consistently and clearly. Choose the writing implement most suitable for the task.*