

Non-chronological report

Have I...	
used appropriate layout devices to engage my reader? (bold title • sections appropriately positioned • sub-headings • bold information • numbering • bullet points • fact boxes • labelled diagrams)	
written an introduction that gives background information about the theme/topic? (For many years... • Most people have wondered...)	
organised my writing into paragraphs around a theme so it is cohesive and helps the reader follow it? (hunting habits • physical appearance • habitat • special features • extra facts/questions)	
used varied nouns and pronouns to help cohesion and avoid repetition? (this • it • they • their • the wildly, enchanting views • the amazingly, beautiful and popular resort)	
maintained an accurate tense throughout my whole piece of writing?	
used standard English accurately? (we were • I did • I was • we had • she was • he was)	
used coordinating conjunctions? (and • but • so)	
used subordinating conjunctions? (when • because • if • while • until)	
used fronted adverbials? (during winter • most of the time)	
used apostrophes for possession?	
punctuated my writing correctly? (capital letters • full stops • exclamation marks • question marks • commas in lists • apostrophes for contraction • commas after fronted adverbials)	
used expanded noun phrases with the addition of ambitious, modifying adjectives and prepositional phrases? (Climb the magnificent mountain with incredible views from the top!)	
spelt words from the year 3 and year 4 spelling list correctly?	
used knowledge of word families to help spell other words?	
re-read my writing and corrected errors to improve it? (spellings • punctuation • grammar • missing words • improving adjectives)	

Newspaper report

Have I...	
written a newspaper report that has an introduction, an interesting event and conclusion?	
written an introduction that tells the reader a sentence or two about the who, what, where, when and why? (late last night • a shocking fire occurred • through the streets of London • unsure who the culprit is)	
described interesting events to engage the reader and add atmosphere? (a blaze of orange • screaming Londoners • terrified people • abandoned houses • crumbling buildings)	
organised my writing into paragraphs around a theme so it is cohesive and helps the reader follow it? (introduction • detailed events as they happened • conclusion)	
used varied nouns and pronouns to help cohesion and avoid repetition? (he • she • it • they • their • the horrific fire • the wickedly, wild flames)	
maintained an accurate tense throughout my whole piece of writing? (past)	
used standard English accurately? (we were • I did • I was • we had • she was • he was • they were)	
used fronted adverbials? (as quick as a flash • last night • without warning • near the huge, oak tree)	
used coordinating conjunctions? (and • but • so)	
used subordinating conjunctions? (when • because • if • while • until)	
included facts and opinions?	
used all the necessary speech punctuation? (A witness told us, 'Everyone was screaming so I knew it must be terrible!')	
used apostrophes for possession? (Jenny's house was on fire • the boys' orphanage was gone!)	
punctuated my writing correctly? (capital letters • full stops • exclamation marks • question marks • commas in lists • apostrophes for contraction • commas after fronted adverbials)	
used expanded noun phrases with the addition of ambitious, modifying adjectives and prepositional phrases? (The ferocious fire with its unstoppable force spread quickly...)	
spelt words from the year 3 and year 4 spelling list correctly?	
used knowledge of word families to help spell other words?	
re-read my writing and corrected errors to improve it? (spellings • punctuation • grammar • missing words • improving adjectives)	

Year 3 / 4 Spelling List

accident(ally)	early	knowledge	purpose
actual(ly)	earth	learn	quarter
address	eight/eighth	length	question
answer	enough	library	recent
appear	exercise	material	regular
arrive	experience	medicine	reign
believe	experiment	mention	remember
bicycle	extreme	minute	sentence
breath	famous	natural	separate
breathe	favourite	naughty	special
build	February	notice	straight
busy/business	forward(s)	occasion(ally)	strange
calendar	fruit	often	strength
caught	grammar	opposite	suppose
centre	group	ordinary	surprise
century	guard	particular	therefore
certain	guide	peculiar	though/although
circle	heard	perhaps	thought
complete	heart	popular	through
consider	height	position	various
continue	history	possess(ion)	weight
decide	imagine	possible	woman/women
describe	increase	potatoes	
different	important	pressure	
difficult	interest	probably	
disappear	island	promise	