

uses a full range of spelling, grammar and punctuation features taught in previous year groups, including pronouns for cohesion, adverbials, and the correct tense throughout

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appropriate grammar and vocabulary to match the purpose and audience

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description of settings, characters and atmosphere

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organisational and presentational devices that are relevant to the text type, e.g. headings, bullet points, underlining

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precis of longer passages

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linking words/phrases between sentences and paragraphs to build cohesion including time adverbials, e.g. later; place adverbials, e.g. nearby; and number, e.g. secondly

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relative clauses beginning with a relative pronoun (who, which, where, when, whose, that), e.g. Professor Scriffle, who was a famous inventor, had made a new discovery

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adverbs and modal verbs to indicate degrees of possibility, e.g. surely, perhaps, should, might

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brackets, dashes or
commas to indicate
parenthesis

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commas to clarify
meaning or to avoid
ambiguity

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a wider range of verb
prefixes, e.g. deactivate,
overturn, misconduct

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nouns or adjectives
converted into verbs using
suffixes, e.g. designate,
classify, criticise

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more complex
homophones, e.g. affect/
effect, practice/practise

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Y5/6 statutory
spelling words

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the sender's address

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the date

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an appropriate
greeting

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an introduction

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paragraphs around
a theme

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first person

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chatty, informal style

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**address the recipient
directly**

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a conclusion

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**a complimentary
close**

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**the sender's name
or signature**