

**P4 Narrative**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

P4 Core targets	S	P	T
Spell most common and tricky words correctly			
Use capital letters and full stops when writing sentences			
Join sentences using a variety of a variety of conjunctions/connectives			
Use paragraphs to separate events/ideas/facts			
Vary the sentence lengths and sentence beginnings			
Present all work legibly and include features to make it attractive (headings, diagrams, charts)			

Narrative Writing Features	Teacher
Understand the Purpose and the Audience (who and why they are writing)	
A varied opening/setting to encourage the reader to read on	
Describe the setting and characters and how they are involved in the action	
Describe the main events in a sequenced order.	
Characters thoughts, feelings, sights sounds, etc included	
More details included which tell us more about the characters	
Introduce simple dialogue (no more than two speakers- use coloured pencil)	
An ending which brings the events to a conclusion	

**P4 Information Report**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

P4 Core targets	S	P	T
Spell most common and tricky words correctly			
Use capital letters and full stops when writing sentences			
Join sentences using a variety of a variety of conjunctions/connectives			
Use paragraphs to separate events/ideas/facts			
Vary the sentence lengths and sentence beginnings			
Present all work legibly and include features to make it attractive (headings, diagrams, charts)			

Information Report Writing Features	Teacher
Understand the Purpose and the Audience (who and why they are writing)	
A title to interest/inform the reader	
An opening paragraph to introduce the subject of the report	
Organised in a logical manner	
Simple notes used to group facts together on the subject	
Subheadings used to organise ideas	
Topic specific language used	
Try to have three or more sections to the report	
The report written in own words ( No thoughts feeling included or I/We)	
A closing paragraph included to round off the report	
Use a labeled picture or diagram to give more information to the reader	

**P4 Explanations**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

<b>P4 Core targets</b>	S	P	T
Spell most common and tricky words correctly			
Use capital letters and full stops when writing sentences			
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Use paragraphs to separate events/ideas/facts			
Vary the sentence lengths and sentence beginnings			
Present all work legibly and include features to make it attractive (headings, diagrams, charts)			

<b>Explanation Writing Features</b>	<b>Teacher</b>
Understand the Purpose and the Audience (who and why they are writing)	
A title to interest the reader (possibly a question title)	
An opening paragraph to introduce the subject to be explained	
Paragraphs/sections which explained in some detail about how something works/why something happens	
Paragraphs with subheadings used.	
A final paragraph to sum up what the explanation was about	
A final comment to round off the explanation	
Bullet points used (if appropriate)	
Include a labeled diagram to show the process which is to be explained	
Remember not to include personal language I/We or thoughts/feelings	

**P4 Persuasive**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

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Spell most common and tricky words correctly			
Use capital letters and full stops when writing sentences			
Join sentences using a variety of a variety of conjunctions/connectives			
Use paragraphs to separate events/ideas/facts			
Vary the sentence lengths and sentence beginnings			
Present all work legibly and include features to make it attractive (headings, diagrams, charts)			

<b>Persuasive Writing Features</b>	<b>Teacher</b>
Understand the Purpose and the Audience (who and why they are writing)	
A title which captures the readers attention	
An opening paragraph which states the reason for writing and the writer's point of view	
The information/facts organised into 2/3 paragraphs	
Examples used to back up each fact	
Powerful, persuasive/convincing language used	
Connectives used, e.g. however, yet, as a result of	
A summary which brings together the main points together or restates your opening position	
A picture photo image to persuade the reader	

**P4 Recount**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

<b>P4 Core targets</b>	S	P	T
Spell most common and tricky words correctly			
Use capital letters and full stops when writing sentences			
Join sentences using a variety of a variety of conjunctions/connectives			
Use paragraphs to separate events/ideas/facts			
Vary the sentence lengths and sentence beginnings			
Present all work legibly and include features to make it attractive (headings, diagrams, charts)			
<b>Recount Writing Features</b>	<b>Teacher</b>		
Understand the Purpose and the Audience (who and why they are writing)			
A title to attract the readers interest			
An opening paragraph to set the scene for the reader (When , Who ,What, Where)			
2/3 paragraphs which describe events in a clear time sequence			
A paragraph to round off the piece of writing			
Written in the past tense			
Include time connectives (next, soon afterward, then etc)			
Important details included about people, places dates etc			
A picture/photo/ diagram to be included (if appropriate)			

**P4 Instructional/Procedural**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

<b>P4 Core targets</b>	S	P	T
Spell most common and tricky words correctly			
Use capital letters and full stops when writing sentences			
Join sentences using a variety of a variety of conjunctions/connectives			
Use paragraphs to separate events/ideas/facts			
Vary the sentence lengths and sentence beginnings			
Present all work legibly and include features to make it attractive (headings, diagrams, charts)			
<b>Instructional/Procedural Writing Features</b>	<b>Teacher</b>		
Understand the Purpose and the Audience (who and why they are writing)			
A title linked to the instructions or procedure			
A list of materials/equipment needed with some detail			
Clear bullet pointed steps			
Sentences beginning with instructional verbs, e.g. insert, press			
Use technical vocabulary/topic specific words			
Use subheadings and paragraphs to organise the information			
A picture/photo/ diagram to be included (if appropriate)			
Use third person and present tense			

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