

**PERSONAL ACCOUNT/REPORT/LETTER**

	<b>EARLY (Developing)</b>	<b>EARLY (Consolidating)</b>	<b>EARLY (Secure)</b>	<b>FIRST (Developing)</b>	<b>FIRST (Consolidating)</b>	<b>FIRST (Secure)</b>	<b>SECOND (Developing)</b>	<b>SECOND (Consolidating)</b>	<b>SECOND (Secure)</b>
<b>Enjoyment and choice</b>	I am learning to make marks and use words on a factual subject during play and learning experiences.			I am learning to choose when it is appropriate to use subject specific vocabulary.			I can use terms and phrases specific to the topic of my writing with increasing confidence.		
				I am learning to use specific vocabulary to engage the reader in my personal writing.			I can choose specific language to engage the reader in my personal writing.		
	I am learning to include photographs and pictures in my personal writing.			I am learning to use some of the conventions of layout for the genre.			I can use the conventions of layout of chosen genre with increasing confidence e.g. diagrams, numbering, title, graphics, etc.		
	I am beginning to understand and participate in role-play surrounding a subject or event.								
<b>Organising and using information Creating texts</b>	I can participate in a discussion about the subject of my personal writing.	I can say and understand a sentence which conveys a piece of information relevant to my personal writing.	I can write a sentence about the subject of my personal writing.	I can write several sentences about the subject of my personal writing.	I can include at least one paragraph or section break in my personal writing.		I can include more than one paragraph or section break in my personal writing.	I can include several paragraphs or sections in my personal writing.	I can use paragraphs and sections accurately to separate ideas.
				I can use simple joining words.	I can use a variety of joining words.	I can use joining words consistently.	I can use a variety of joining words effectively.		
						I am beginning to vary the sentence lengths in my personal writing.	I can vary the sentence lengths in my personal writing as required.	I can vary the structure of my personal writing as required.	
					I can include an appropriate title in my personal writing if required.	I can include a suitable introduction and closing statement or rounding off.			
							I can adjust the style and tone of my personal writing to inform and engage the reader/audience.		
			I can include one relevant detail in my personal writing.	I can write at least two relevant details in my personal writing.	I can include sufficient relevant and linked details in personal writing.	I can include all of the important information in my personal writing.			I can create a piece of personal writing which is complete with details to clarify if necessary.
			I can include at least one detail to establish the context or set of circumstances of my writing.	I can successfully include details to establish the context or set of circumstances of my writing.					
				I can select at least two key points and organise these logically.	I can organise my writing in a logical way to show the central idea.		I can organise the information logically to describe a number of linked actions or events.		
						I am beginning to convey information to persuade the reader.	I can convey information to share my opinion/persuade the reader.	I can convey information to persuade, argue, and explore issues etc in order to influence my reader.	
					I am beginning to use language to convey a simple personal preference or response.		I can use language to help the reader to understand how I felt or acted as I did.		
<b>Tools for writing</b>	I can show some control in mark making.	I can produce some recognisable letters of the alphabet.	I can form most upper and lower case letters correctly.						
		I am beginning to make a phonetic attempt to spell key words relevant to my personal writing.	I can make a phonetic attempt to spell key words relevant to my personal writing.	I can use spelling patterns and rules to make an attempt at spelling unfamiliar words.	I can use spelling patterns and rules to spell unfamiliar words.				
		I can copy key words relevant to my personal writing.	I can write simple common words that I have learned.	I can accurately spell words I have learned.	I can use a dictionary to spell unfamiliar words.				
							I am learning to use a thesaurus where appropriate.	I can use a thesaurus where appropriate.	I can use a thesaurus to support my choice of language.
		I know that English is read from left to right and top to bottom.							
			I am beginning to use capital letters and full stops.	I can accurately punctuate at least one sentence in my personal writing.	I can use a capital letter or full stop to correctly mark more than one sentence.	I can use capital letters and full stops to mark sentences consistently.	I can punctuate most sentences accurately.		
					I am beginning to use commas, question marks and bullet points where appropriate.	I can use commas, question marks and bullet points where appropriate.	I can use semi-colon and colon if appropriate in my personal writing.	I can use a variety of punctuation including semi colon and colon to support structure and meaning of my personal writing.	