Progression in Writing : Punctuation and Grammar

Year group	Skills
Year 1	**Sentence Structure** • How words can combine to make sentences • Joining words and joining sentences using and **Text Structure** • Sequencing sentences to form short narratives **Punctuation** • Separation of words with spaces • Introduction of capital letters, full stops, question marks and exclamation marks to demarcate sentences. • Capital letters for names and the personal pronoun I
Year 2	**Sentence Structure** • Subordination (using when, if, that, because) and co-ordination(using or, and, or but). • Expanded noun phrases for description and specification • How the grammatical patterns in a sentence indicate its function as a statement, question, exclamation or command. **Text Structure** • Correct choice and consistent use of present tense and past tense throughout writing. • Use of the progressive form of verbs in the present and past tense to mark actions in progress **Punctuation** • Use of capital letters, full stops, question marks and exclamation marks to demarcate sentences. • Commas to separate items in a list. • Apostrophes to mark where letters are missing in spelling and to mark singular possession in nouns.
Year 3	**Sentence Structure** • Expressing time, place and cause using conjunction, adverbs or prepositions **Text Structure** • Introduction to paragraphs as a way to group related material • Headings and sub-headings to aid presentations • Use of the present perfect form of verbs instead of the simple past **Punctuation** • Introduction to inverted commas to punctuation direct speech
Year 4	**Sentence Structure** • Noun phases expanded by the addition of modifying adjectives, nouns and preposition phrases (e.g. the teacher expanded to: the strict maths teacher with curly hair). • Fronted adverbials(e.g. Later that day. I heard bad news). **Text Structure** • Use paragraphs to organise ideas around a theme. • Appropriate choice of **pronoun** and **noun** within and across sentences to aid cohesion and avoid repetition. **Punctuation** • Use of inverted commas and other punctuation to indicate direct speech. • Apostrophes to mark plural possession. • Use of commas after fronted adverbials.
Year 5	**Sentence Structure** • Use of the passive voice to affect the presentation of information in a sentence. • The difference between structures typical of informal speech and structures appropriate for formal speech and writing (such as the use of question tags, e.g. He's your friend isn't he? Or the use of subjunctive forms such as' If I were you' and where they come in some very formal writing and speech. **Text Structure**

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	• Linking ideas across paragraphs using a wider range of cohesive devices repetition of word or phrases, grammatical connections (e.g. the use of adverbials such as on the other hand, in contrast!) and ellipses. • Layout devices such as headings, sub-headings, columns, bullets, tables, to structure text. **Punctuation** • Use of semi-colon, colon and dash to mark the boundary between independent clauses. • Use of the colon to introduce a list and use of semi-colon within lists. • Punctuation of bullet points to list information. • How hyphens can be used to avoid ambiguity
Year 6	**Sentence Structure** • Use of the passive voice to affect the presentation of information in a sentence. • The difference between structures typical of informal speech and structures appropriate for formal speech and writing(such as the use of question tags, e.g. He's your friend isn't he? Or the use of subjunctive forms such as' If I were you' and where they come in some very formal writing and speech. **Text Structure** • Linking ideas across paragraphs using a wider range of cohesive devices repetition of word or phrases, grammatical connections (e.g. the use of adverbials such as on the other hand, in contrast!) and ellipses. • Layout devices such as headings, sub-headings, columns, bullets, tables, to structure text. **Punctuation** • Use of semi-colon, colon and dash to mark the boundary between independent clauses. • Use of the colon to introduce a list and use of semi-colon within lists. • Punctuation of bullet points to list information. How hyphens can be used to avoid ambiguity