

**the correct tense used consistently including the present perfect tense**

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**'a' or 'an' used correctly**

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**writing organised into paragraphs around a theme**

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**simple layout devices in non-fiction, e.g. headings and sub-headings**

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conjunctions to express  
time, place and cause, e.g.  
when, before, after, while,  
so, because, etc.

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adverbs to express time,  
place and cause, e.g. then,  
next, soon, therefore, etc.

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prepositions to express time,  
place and cause, e.g. before,  
after, during, in, because of, etc.

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subordinate clauses

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**prefix words spelt correctly,  
e.g. irrelevant, autograph,  
incorrect, disobey, superstar,  
antisocial, etc.**

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**suffix words spelt  
correctly, e.g. usually,  
poisonous, adoration, etc.**

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**common homophones  
spelt and used correctly,  
e.g. which and witch**

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**Y3/Y4 statutory  
spelling words**

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**headings and  
sub-headings**

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**introduction sentence(s)**

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**a list of what is needed**

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**steps in  
chronological order**

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**imperative (bossy) verbs**

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**numbers to separate  
the steps**

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**conclusion sentence**

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**adverbs, conjunctions and  
prepositions to show time**

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