

Terminology	
cohesion, adverbials, ambiguity	relative clause, relative pronoun, parenthesis, bracket, dash
Word	
Use dictionaries to check the spelling and meaning of words	Convert nouns or adjectives into verbs using suffixes eg –ate; -ise; -ify
Use the first three or four letters of a word to check spelling, meaning or both of these in a dictionary	
Use a thesaurus	
Spelling	
<p>Words ending in <b>–cious</b> and <b>–tious</b> (infectious, delicious)</p> <p>If the root word ends in <b>–ce</b> then usually use <b>–cious</b> (vicious, gracious)</p> <p>exception: anxious</p>	<p>Words ending in <b>–ant, -ance, -ancy, -ent, -ence, -ency</b></p> <ul style="list-style-type: none"> <li>- use <b>–ant, -ance or –ancy</b> with an <b>ay</b> or <b>ey</b> sound in a related word eg: observation becomes observant, expectation becomes expectant, (-ation endings are often a clue)</li> <li>- use <b>–ent, -ence, -ency</b> after soft <b>c</b>, soft <b>g</b> and <b>qu</b> (innocent, frequency, confidence)</li> <li>- exception words assistant, assistance, obedient, obedience, independent, independence</li> </ul>
<p>Words ending in <b>–cial</b> and <b>–tial</b></p> <ul style="list-style-type: none"> <li>- <b>cial</b> is common after a vowel letter (official, special, artificial)</li> <li>- <b>tial</b> after a consonant letter (partial, confidential)</li> <li>- exceptions: initial, financial, commercial, provincial</li> </ul>	
Punctuation	
Use of commas to clarify meaning or avoid ambiguity.	Use of brackets, dashes or commas to indicate parenthesis.

an omitted relative pronoun.

## Planning Writing

Identify the audience for and the purpose of the writing, selecting the appropriate form and using other similar writing as models for their own.

Noting and developing initial ideas, drawing on reading and research where necessary.

In narratives, consider how authors have developed characters and settings in what they have read, listened to or seen performed.

## Text

Devices to build cohesion within a paragraph eg then, after, that, this, firstly

Linking ideas across paragraphs using adverbials of time, place and number.

Select appropriate grammar and vocabulary, understanding how such choices can change and enhance meaning

In narratives, describe settings, characters and atmosphere and integrating dialogue to convey character and advance the action.

Assess the effectiveness of their own and others' work.

Proofread for spelling and punctuation errors

Propose changes to vocabulary, grammar and punctuation to enhance effects and clarify meaning.

*Produce well-structured and organised writing using a range of conventions in layout*

*Use different techniques to conclude work appropriately ( eg opinion, summary, justification, comment)*

*Use appropriate informal and formal styles (conversational, colloquial, dialectic, Standard English)*