

Year 1

Non- Chronological Reports

Text Structure	Sentence Level	Useful Vocabulary	Word Classes	Punctuation
Ideas grouped together for similarity.	How words can combine to make sentences. How and can join words and join sentences.	____ are... ____ is... They are... The different... This is a ____ There are ____ These can be grouped_	<u>Noun</u> Regular plural noun suffixes –s or –es. <u>Verbs</u> Ending added to verbs where there is change to the root. Simple past tense “ed” <u>Adjectives</u> Add “er” and “est” to adjectives where no change is needed to root word. <u>Conjunctions</u> Join words and sentences using and. <u>Tense</u> Simple past tense “ed”	Separation of words with spaces. Introduction to the use of capital letters, full stops, question marks and exclamation marks to demarcate sentences. Capital letters for names. Read words with contractions.

Year 2

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Text Structure	Sentence Level	Useful Vocabulary	Word Classes	Punctuation
<p>Brief introduction and conclusion.</p> <p>Correct choice and consistent use of present tense or past tense throughout writing.</p> <p>Use of the progressive form of verbs in the present and past tense to mark actions in progress e.g. she is drumming / he was shouting.</p>	<p>Subordination using when, if, that, because.</p> <p>Co-ordination using or, but, and.</p> <p>Use statements.</p> <p>Expanded noun phrases for description and specification.</p>	<p>They like to...</p> <p>They can...</p> <p>It can...</p> <p>Like many...</p> <p>I am going to...</p> <p>There are two sorts of...</p> <p>They live in...</p> <p>The ___ have but the _____ have _____</p>	<p><u>Noun</u> Form nouns using suffixes. Expanded noun phrases for description. Add "es" to nouns.</p> <p><u>Verbs</u> Progressive form of verbs in the past and present tense. Add "es", "ed" and "ing" to verbs.</p> <p><u>Adjectives</u> Add "er" and "est" to adjectives where no change is needed to the root word.</p> <p><u>Conjunctions</u> Subordination- when, if, that, because, Co-ordination- or, and, but.</p> <p><u>Tense</u> Correct and consistent use of past or present tense.</p> <p><u>Adverbs</u> "ly" added to adjective to form adverb.</p>	<p>Capital letters, full stops, exclamation marks and question marks used to demarcate sentences.</p> <p>Commas to separate items in a list.</p> <p>Apostrophes to mark contracted forms in spellings.</p>

Non- Chronological Reports

Year 3

Text Structure	Sentence Level	Useful Vocabulary	Word Classes	Punctuation
<p>Clear introduction</p> <p>Introduction to paragraphs as a way to group related material.</p> <p>Use headings and sub-headings to aid presentation.</p> <p>Use of the perfect form of verbs to mark relationships of time and cause.</p>	<p>Simple sentences with extra description.</p> <p>Expressing time and cause using conjunctions e.g. when, before, after, while, because</p> <p>Express time and cause using adverbs e.g. then, next, soon, so</p> <p>Express time and cause using prepositions e.g. before, after, during, in, because of</p>	<p>The following report...</p> <p>They don't...</p> <p>It doesn't...</p> <p>Sometimes...</p> <p>Often...</p> <p>Most...</p>	<p><u>Noun</u> Form nouns using prefixes. Use of the forms a or an according to whether the next word begins with a consonant or a vowel</p> <p><u>Verbs</u> Present perfect forms of verbs instead of "the"</p> <p><u>Adjectives</u> Choose appropriate adjectives.</p> <p><u>Conjunctions</u> Express time and cause (when, so, before, after, while, because)</p> <p><u>Tense</u> Correct and consistent use of past and present tense.</p> <p><u>Adverbs</u> Express time and cause; then, next, soon.</p>	<p>Consolidate all previous learning.</p>

Year 4

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Text Structure	Sentence Level	Useful Vocabulary	Word Classes	Punctuation
<p>Use of paragraphs to organise ideas around a theme.</p> <p>Appropriate choice of pronoun or noun across sentences.</p>	<p>Appropriate choice of pronoun or noun within a sentence to avoid ambiguity or repetition.</p> <p>Fronted adverbials to vary sentence structures.</p> <p>Use technical vocabulary to show the reader the writer’s expertise.</p>	<p>The report will...</p> <p>The following information...</p> <p>Usually...</p> <p>Normally...</p> <p>Even though...</p> <p>Despite the fact...</p> <p>As a rule...</p>	<p><u>Noun</u> Nouns and pronouns used for clarity and cohesion. Noun phrases expanded by the addition of modifying adjectives, nouns and prepositional phrases.</p> <p><u>Verbs</u> Standard English forms for verbs.</p> <p><u>Adjectives</u> Choose appropriate adjectives.</p> <p><u>Conjunctions</u> Use a wide range of conjunctions.</p> <p><u>Tense</u> Correct use of past and present tense.</p> <p><u>Adverbs</u> Know what an adverbial phrase. Use fronted adverbials with commas.</p>	<p>Apostrophes to mark singular and plural possession.</p> <p>Use of commas after fronted adverbials.</p>

Non- Chronological Reports

Year 5

Text Structure	Sentence Level	Useful Vocabulary	Word Classes	Punctuation
<p>Developed introduction and conclusion.</p> <p>Description of the phenomenon is technical and accurate.</p> <p>Devices to build cohesion within a paragraph.</p> <p>Link ideas across the paragraphs using adverbials or time, place and number.</p> <p>Formal and technical language used throughout.</p>	<p>Varied sentence length.</p> <p>Relative clauses beginning with who, which, where, why or whose.</p> <p>Indicating degrees of possibility using modal verbs or adverbs.</p>	<p>The purpose of this report/article is to...</p> <p>The information presented will...</p> <p>Some experts believe...</p> <p>This article is designed to...</p> <p>Many specialists consider...</p> <p>Firstly I will...</p> <p>_____ will enable you to understand.</p> <p>Unlike, despite, Although, like many.</p>	<p><u>Noun</u> Locate and identify expanded noun phrases.</p> <p><u>Verbs</u> Use modal verbs. Prefixes for verbs; dis-, de-, mis-, over-. Convert adjectives in verbs using suffixes; -ate, -ise, -ify.</p> <p><u>Adjectives</u> Choose appropriate adjectives.</p> <p><u>Conjunctions</u> Use a wide range of connectives.</p> <p><u>Tense</u> Change tense according to features of the genre.</p> <p><u>Adverbs</u> Know what an adverbial phrase is. Fronted adverbials used with commas.</p>	<p>Brackets, commas or dashes to indicate parenthesis.</p> <p>Use of commas to clarify meaning or avoid ambiguity.</p>

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<p>Linking ideas across paragraphs using a wider range of cohesive devices: semantic cohesion (e.g. repetition of a word or phrase), grammatical connections (e.g. the use of adverbials) and ellipsis.</p> <p>Layout devices such as headings, sub-headings, columns, bullets or tables to structure text.</p>	<p>Verb forms are controlled and precise e.g. It would be regrettable if the wild life funds come to an end.</p> <p>Use of the passive voice.</p> <p>Expanded noun phrases to convey complicated information concisely.</p> <p>The difference between structures typical of informal speech structures and structures appropriate for formal speech and writing such as the use of question tags or the use of the subjunctive in some very formal writing and speech.</p>	<p>They are unusually...</p> <p>They are rarely...</p> <p>They are never...</p> <p>They are very...</p> <p>Generally...</p> <p>Be careful if you...</p> <p>Frequently they...</p> <p>I will attempt to....</p> <p>This article will frame...</p> <p>It can be difficult to...</p> <p>Each paragraph...</p> <p>More than half...</p>	<p><u>Noun</u> Expanded noun phrases to convey complicated information concisely.</p> <p><u>Verbs</u> Use modal verbs. Prefixes for verbs; dis-, de-, mis-, over-. Convert nouns in verbs using suffixes; -ate, -ise, -ify.</p> <p><u>Adjectives</u> Choose appropriately</p> <p><u>Conjunctions</u> Use a wide range of conjunctions.</p> <p><u>Tense</u> Change tense according to feature of the genre.</p> <p><u>Adverbs</u> Link ideas across a text using cohesive devices such as adverbials.</p>	<p>Use of the semi-colon and dash to indicate stronger subdivision of a sentence than a comma.</p> <p>Punctuation of bullet points to list information.</p> <p>How hyphens can be used to avoid ambiguity.</p>

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