

# Y5 Letter Writing: Informal Exemplar Checklist

Y5 Exemplar Checklist	✓
Uses the full range of spelling, grammar and punctuation features that have been taught in previous year groups.	✓
Selects appropriate grammar and vocabulary to match the purpose and audience of their writing.	✓
Describes settings, characters and atmosphere.	✓
Uses dialogue to convey a character and advance the action.	n/a
Uses organisational and presentational devices that are relevant to the text type, e.g. headings, bullet points, underlining.	✓
Précises longer passages.	✓
Uses linking words/phrases between sentences and paragraphs to build cohesion including time adverbials, e.g. later; place adverbials, e.g. nearby; and number, e.g. secondly.	✓
Uses relative clauses beginning with a relative pronoun (who, which, where, when, whose, that), e.g. Professor Scribble, who was a famous inventor, had made a new discovery.	✓
Uses adverbs and modal verbs to indicate degrees of possibility, e.g. surely, perhaps, should, might.	✓
Uses brackets, dashes or commas to indicate parenthesis.	✓
Uses commas to clarify meaning or to avoid ambiguity.	✓
Spells a wider range of verb prefixes correctly, e.g. deactivate, overturn, misconduct.	✓
Spells nouns or adjectives converted into verbs using suffixes, e.g. designate, classify, criticise.	✓
Spells more complex homophones correctly, e.g. affect/effect, practice/practise.	✓
Spells most words correctly from the Y5/6 statutory spelling list.	✓
Writes legibly, fluently and with increasing speed.	✓

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