### Requirement 1
Talk about, plan and edit work
(Talk, plan, edit)

- **Level 1**: Only talk
- **Level 2**: Talk about form
- **Level 3**: Talk about and plan
- **Level 4**: Make use of plan

#### Level 1
- Talk about
- Make basic changes agreed beforehand

#### Level 2
- Make improvements
- Talk about
- Make improvements to accuracy and meaning, taking account of feedback

#### Level 3
- Talk about
- Make improvements
- Talk about
- Make improvements to accuracy and meaning, taking account of feedback

#### Level 4
- Make use of plan
- Make improvements to accuracy and meaning, taking account of feedback

### Requirement 2
Communicate information, meaning, feelings, imaginings and ideas in a clear and organised way
(Content and Organisation)

Not a requirement of Level 1

- **Level 1**: Use form
- **Level 2**: Help given
- **Level 3**: Use form appropriately
- **Level 4**: Choose form appropriate to purpose and audience

#### Level 1
- Write using given form

#### Level 2
- Help given

#### Level 3
- Use form appropriately - letter, diary entry

#### Level 4
- Choose form appropriate to purpose and audience

### Requirement 3
Develop, express and present ideas in a variety of forms and formats, using traditional and digital resources, for different audiences and purposes
(Purpose and Audience)

- **Level 1**: Not a requirement of Level 1
- **Level 2**: Write words using the sounds letters represent
- **Level 3**: Start sentences in different ways
- **Level 4**: Vary word order

#### Level 1
- Write words using the sounds letters represent

#### Level 2
- Spell common/familiar words recognisably

#### Level 3
- Legible handwriting
- Use capital letters and full stops
- Spell common/familiar words recognisably

#### Level 4
- Vary sentence length and structure
- Range of punctuation – consistent and accurate

### Requirement 4
Write with increasing accuracy and proficiency
(Spelling, punctuation, grammar)

- **Level 1**: Spell familiar words accurately
- **Level 2**: Use dictionary
- **Level 3**: Deliberately vary sentence length and structure
- **Level 4**: Create complex sentences for impact

#### Level 1
- Legible handwriting
- Use capital letters and full stops
- Spell common/familiar words recognisably

#### Level 2
- Legible handwriting

#### Level 3
- Consistent handwriting
- Vary word order
- Use linking words – and, but, because

#### Level 4
- Deliberately vary sentence length and structure
- Punctuation used for effect
- Accurate spelling – more sophisticated words