

Key Stage 3 Communication Ready Reckoner for Writing

Statutory Requirements	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Requirement 1 Talk about, plan and edit work (Talk, plan, edit)	Only talk	Talk about form Talk about what and how Make basic changes agreed beforehand	Talk about and plan Make improvements	Make use of plan Make improvements to accuracy and meaning taking account of feedback	Plan, redraft taking account of specific feedback	Redraft independently for effect	Redraft independently for impact
Requirement 2 Communicate information, meaning, feelings, imaginings and ideas in a clear and organised way (Content and Organisation)	Own experience – symbols, pictures, words, phrases, simple sentences – with help	Simple recount of own experience Some organisation Some help – sentence/paragraph starters, template, word bank	Beyond own experience including opinions (imagination) Some sense of organisation – beginning, middle, end Supporting detail, expanding vocabulary Some attempt to make writing interesting Scaffolding (some help with content and organisation)	Write thoughts, feelings, ideas, opinions – with reasons Organise in paragraphs Meaning clear Appropriate vocabulary and detail Mostly independent	Precise vocabulary Justify opinions More extended Logical, coherent Clear, organised, appropriate paragraphs	More extensive vocabulary Expand on ideas and opinions Sustained, developed Use information as evidence to support point of view Organise for deliberate effect	Sophisticated vocabulary Expand on complex ideas and opinions Sustained, developed Synthesise information to support analysis and conclusions Organise for impact Flair
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)	<i>Not a requirement of Level 1</i>	Write using given form Help given	Use form appropriately – letter, diary entry	Choose form appropriate to purpose and audience	Match writing to purpose and audience Present information effectively Choose appropriate style	Organise and present writing for deliberate effect Appropriate style and tone	Manipulate style, tone and presentation for impact
Requirement 4 Write with increasing accuracy and proficiency (Spelling, punctuation, grammar)	Write words using the sounds letters represent Write personal/familiar words Some control - upper and lower case letters	Use capital letters and full stops Spell common/familiar words recognisably Legible handwriting	Start sentences in different ways Use capital letters, full stops, question marks, exclamation marks Use basic grammar – agreement and parts of speech Spell and write frequently used and topic words accurately Use dictionary Consistent handwriting	Vary word order Use linking words – and, but, because Range of punctuation – commas, apostrophes, speech marks Use basic grammar – tenses Use accurate spelling on most occasions	Vary sentence length and structure Range of punctuation – consistent and accurate Accurate grammar and spelling	Deliberately vary sentence length and structure Punctuation used for effect	Create complex sentences for impact Punctuation, grammar used for impact Accurate spelling – more sophisticated words