



Writing: Explanation Success Criteria (Levels 1–3)



	Level 1	Level 2	Level 3
Requirements	I can:	In a limited and specified range of forms, I can:	In a range of specified forms and for specified audiences and purposes, I can:
1 Talk Plan Edit	a. talk to my teacher or classmates about what I want to write	a. talk to my teacher or classmates about what I am going to write in my explanation talk to my teacher or classmates about how I am going to write my explanation b. check my writing and make changes to make it better <i>(This may include feedback from the teacher and/or self and peer assessment based on the success criteria.)</i>	a. talk about and plan my explanation using a writing frame try to use ideas from my plan when writing my explanation b. improve my work by making changes linked to the success criteria
2 Content Organisation	a. use simple sentences, pictures or words to write my explanation <i>(How or why something works or happens.)</i>	a. use my own ideas to write an explanation <i>(This will be within the pupil's experience.)</i> use words related to the explanation <i>(This will also include vocabulary relevant to the topic.)</i> b. use a writing frame to help me set out my explanation correctly and to put it in the right order	a. use vocabulary relevant to explanation writing that allows me to express how or why something works or happens b. structure my explanation in the agreed form <i>(This may include explaining how or why something works or happens in a logical sequence as well as the use of time connectives and labelled diagrams.)</i> c. add appropriate and relevant vocabulary to make my explanation more interesting for the reader
3 Purpose Audience	Not Applicable	a. write an explanation using a writing frame <i>(A writing frame is appropriate for use at this level.)</i>	a. write appropriately in the given explanation writing form <i>(This may be in the form of how or why something works or happens.)</i>
4 Spelling Punctuation Grammar Handwriting	a. try to write words using the sounds of letters I know <i>(This will include sounds that the letters represent.)</i> b. use words that I know to help me write my explanation c. write lower and upper case letters <i>(This should include evidence of some control over letter formation.)</i>	a. use capital letters and full stops in my sentences b. spell and write words which I know so that they can be read and understood c. produce handwriting that can be easily read in my explanation	a. start sentences in different ways to make my explanation more interesting <i>(This may include the use of cause and effect linking words such as if, then, when or why.)</i> b. use basic punctuation accurately <i>(This will include the use of capital letters, full stops, question marks and exclamation marks.)</i> use basic grammar accurately <i>(This will include parts of speech such as nouns, verbs, adjectives and adverbs. In explanation writing pupils use the passive voice, for example water is cooled.)</i> c. use spelling strategies to help me spell familiar and topic related words correctly d. produce handwriting that is correctly formed <i>(This should be consistent in size.)</i>

Writing: Explanation Success Criteria (Levels 3–5)



	Level 3	Level 4	Level 5
Requirements	In a range of specified forms and for specified audiences and purposes, I can:	In a range of forms, for different audiences and purposes, I can:	In a range of forms, for different audiences and purposes, including informal situations, I can:
1 Talk Plan Edit	<p>a. talk about and plan my explanation using a writing frame</p> <p>try to use ideas from my plan when writing my explanation</p> <p>b. improve my work by making changes linked to the success criteria</p>	<p>a. plan my writing independently and refer to my plan to help me</p> <p>b. improve my writing, taking account of feedback from my teacher or classmates</p> <p>redraft my work to improve my spelling, punctuation, content and meaning</p>	<p>a. redraft my work, taking account of feedback to improve my explanation (This should include technical accuracy, expression, structure and content.)</p>
2 Content Organisation	<p>a. use vocabulary relevant to explanation writing that allows me to express how or why something works or happens</p> <p>b. structure my explanation in the agreed form (This may include explaining how or why something works or happens in a logical sequence as well as the use of time connectives and labelled diagrams.)</p> <p>c. add appropriate and relevant vocabulary to make my explanation more interesting for the reader</p>	<p>a. write my explanation using accurate information (This will involve researching ideas and information related to the topic.)</p> <p>b. organise my explanation in a logical sequence using paragraphs so that it flows clearly (This may include the use of labelled diagrams.)</p> <p>c. write a detailed explanation that is easily understood</p> <p>use appropriate, technical vocabulary specific to the topic of the explanation</p>	<p>a. use precise and relevant vocabulary to clearly convey the explanation to the reader (This may include the use of technical vocabulary when writing an explanation for how or why something works or happens.)</p> <p>b. compose an extended explanation, maintaining structure and ensuring clarity throughout, using the appropriate form (This will include the appropriate use of paragraphs and may include the use of labelled diagrams.)</p>
3 Purpose Audience	<p>a. write appropriately in the given explanation writing form (This may be in the form of how or why something works or happens.)</p>	<p>a. select and use an appropriate form for the explanation</p> <p>use language that appeals to the reader and makes my explanation more interesting (Explanations may include how or why something works or happens, or using a question or statement as a title.)</p>	<p>a. write an explanation for the intended audience using the appropriate form</p> <p>use language appropriate to the form that has impact on the audience</p> <p>b. sustain the style appropriate to writing an explanation and present the relevant information effectively (This is likely to be an extended piece of writing and the style may be formal, depending on the purpose and intended audience.)</p>
4 Spelling Punctuation Grammar Handwriting	<p>a. start sentences in different ways to make my explanation more interesting (This may include the use of cause and effect linking words such as if, then, when or why.)</p> <p>b. use basic punctuation accurately (This will include the use of capital letters, full stops, question marks and exclamation marks.)</p> <p>use basic grammar accurately (This will include parts of speech such as nouns, verbs, adjectives and adverbs. In explanation writing pupils use the passive voice, for example water is cooled.)</p> <p>c. use spelling strategies to help me spell familiar and topic related words correctly</p> <p>d. produce handwriting that is correctly formed (This should be consistent in size.)</p>	<p>a. write interesting sentences to enhance my explanation</p> <p>use cause and effect linking words to improve my sentence structure or to explain how or why something works or happens (This may include words such as if, then, when or why.)</p> <p>b. use commas, speech marks and apostrophes accurately in my explanation</p> <p>c. use tenses appropriately when writing my explanation (This will be mainly the passive voice.)</p> <p>spell the majority of commonly used words accurately</p>	<p>a. write sentences of varying lengths and structure, including the use of clauses, to convey meaning clearly</p> <p>b. use more advanced punctuation in an accurate and proficient way to enhance my writing (This will include consistent use of accurate punctuation.)</p> <p>c. ensure my grammar and spelling are accurate throughout my explanation</p>



 Requirements/ Key Skills	WRITING: EXPLANATION Level 1: What I need to do	Self/Peer Assessment 
1 Talk Plan Edit	I can: a. talk to my teacher or classmates about what I want to write	<input type="checkbox"/>
2 Content Organisation	a. use simple sentences, pictures or words to write my explanation	<input type="checkbox"/>
3 Purpose Audience	Not Applicable	<input type="checkbox"/>
4 Spelling Punctuation Grammar Handwriting	a. try to write words using the sounds of letters I know	<input type="checkbox"/>
	b. use words that I know to help me write my explanation	<input type="checkbox"/>
	c. write lower and upper case letters	<input type="checkbox"/>

 Requirements/ Key Skills	WRITING: EXPLANATION Level 1: What I need to do	Self/Peer Assessment 
1 Talk Plan Edit	I can: a. talk to my teacher or classmates about what I want to write	<input type="checkbox"/>
2 Content Organisation	a. use simple sentences, pictures or words to write my explanation	<input type="checkbox"/>
3 Purpose Audience	Not Applicable	<input type="checkbox"/>
4 Spelling Punctuation Grammar Handwriting	a. try to write words using the sounds of letters I know	<input type="checkbox"/>
	b. use words that I know to help me write my explanation	<input type="checkbox"/>
	c. write lower and upper case letters	<input type="checkbox"/>



	Requirements/ Key Skills	WRITING: EXPLANATION Level 2: What I need to do	Self/Peer Assessment
In a limited and specified range of forms, I can:			
1 Talk Plan Edit	a. talk to my teacher or classmates about what I am going to write in my explanation	talk to my teacher or classmates about how I am going to write my explanation	<input type="radio"/>
	b. check my writing and make changes to make it better		<input type="radio"/>
	a. use my own ideas to write an explanation	use words related to the explanation	<input type="radio"/>
	b. use a writing frame to help me set out my explanation correctly and to put it in the right order		<input type="radio"/>
3 Purpose Audience	a. write an explanation using a writing frame		<input type="radio"/>
	a. use capital letters and full stops in my sentences		<input type="radio"/>
	b. spell and write words that I know so they can be read and understood		<input type="radio"/>
	c. produce handwriting that can be easily read in my explanation		<input type="radio"/>

Requirements/
Key SkillsWRITING: EXPLANATION
Level 2: What I need to doSelf/Peer
Assessment**In a limited and specified range of forms, I can:**a. talk to my teacher or classmates about **what** I am going to write in my explanationtalk to my teacher or classmates about **how** I am going to write my explanation

b. check my writing and make changes to make it better

a. use my own ideas to write an explanation

use words related to the explanation

b. use a writing frame to help me set out my explanation correctly and to put it in the right order

a. write an explanation using a writing frame



4
Spelling
Punctuation
Grammar
Handwriting

a. use capital letters and full stops in my sentences



b. spell and write words that I know so they can be read and understood

c. produce handwriting that can be easily read in my explanation



	Requirements/ Key Skills	WRITING: EXPLANATION Level 3: What I need to do In a range of specified forms and for specified audiences and purposes, I can:	Self/Peer Assessment 
1 Talk Plan Edit	a. talk about and plan my explanation using a writing frame try to use ideas from my plan when writing my explanation b. improve my work by making changes linked to the success criteria	a. <input type="radio"/> <input type="radio"/> b. <input type="radio"/>	a. <input type="radio"/> <input type="radio"/> b. <input type="radio"/>
2 Content Organisation	a. use vocabulary relevant to explanation writing that allows me to express how or why something works or happens b. structure my explanation in the agreed form c. add appropriate and relevant vocabulary to make my explanation more interesting for the reader	a. <input type="radio"/> <input type="radio"/> <input type="radio"/>	a. <input type="radio"/> <input type="radio"/> <input type="radio"/>
3 Purpose Audience	a. write appropriately in the given explanation writing form b. start sentences in different ways to make my explanation more interesting	a. <input type="radio"/> <input type="radio"/>	a. <input type="radio"/> <input type="radio"/>
4 Spelling Punctuation Grammar Handwriting	b. use basic punctuation accurately use basic grammar accurately c. use spelling strategies to help me spell familiar and topic related words correctly d. produce handwriting that is correctly formed	b. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	b. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>



	Requirements/ Key Skills	WRITING: EXPLANATION Level 4: What I need to do In a range of forms, for different audiences and purposes, I can:	Self/Peer Assessment 
1 Talk Plan Edit	a. plan my writing independently and refer to my plan to help me b. improve my writing, taking account of feedback from my teacher or classmates redraft my work to improve my spelling, punctuation, content and meaning	a. plan my writing independently and refer to my plan to help me b. improve my writing, taking account of feedback from my teacher or classmates redraft my work to improve my spelling, punctuation, content and meaning	<input type="radio"/> <input type="radio"/> <input type="radio"/>
2 Content Organisation	a. write my explanation using accurate information b. organise my explanation in a logical sequence using paragraphs so that it flows clearly c. write a detailed explanation that is easily understood use appropriate, technical vocabulary specific to the topic of the explanation	a. write my explanation using accurate information b. organise my explanation in a logical sequence using paragraphs so that it flows clearly c. write a detailed explanation that is easily understood use appropriate, technical vocabulary specific to the topic of the explanation	<input type="radio"/> <input type="radio"/> <input type="radio"/>
3 Purpose Audience	a. select and use an appropriate form for the explanation use language that appeals to the reader and makes my explanation more interesting	a. select and use an appropriate form for the explanation use language that appeals to the reader and makes my explanation more interesting	<input type="radio"/> <input type="radio"/>
4 Spelling Punctuation Grammar Handwriting	a. write interesting sentences to enhance my explanation use cause and effect linking words to improve my sentence structure or to explain how or why something works or happens b. use commas, speech marks and apostrophes accurately in my explanation c. use tenses appropriately when writing my explanation spell the majority of commonly used words accurately	a. write interesting sentences to enhance my explanation use cause and effect linking words to improve my sentence structure or to explain how or why something works or happens b. use commas, speech marks and apostrophes accurately in my explanation c. use tenses appropriately when writing my explanation spell the majority of commonly used words accurately	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

Requirements/
Key Skills1
Talk
Plan
Edita. plan my writing independently and refer to my plan to help me

b. improve my writing, taking account of feedback from my teacher or classmates

redraft my work to improve my spelling, punctuation, content and meaning**WRITING: EXPLANATION**
Level 4: What I need to do
In a range of forms, for different audiences and purposes, I can:a. plan my writing independently and refer to my plan to help me

b. improve my writing, taking account of feedback from my teacher or classmates

redraft my work to improve my spelling, punctuation, content and meaninga. plan my writing independently and refer to my plan to help me

b. improve my writing, taking account of feedback from my teacher or classmates

redraft my work to improve my spelling, punctuation, content and meaning**Self/Peer Assessment**
a. plan my writing independently and refer to my plan to help me

b. improve my writing, taking account of feedback from my teacher or classmates

redraft my work to improve my spelling, punctuation, content and meaning

2
Content
Organisationa. write my explanation using accurate information

b. organise my explanation in a logical sequence using paragraphs so that it flows clearly

c. write a detailed explanation that is easily understood

use appropriate, technical vocabulary specific to the topic of the explanationa. write my explanation using accurate information

b. organise my explanation in a logical sequence using paragraphs so that it flows clearly

c. write a detailed explanation that is easily understood

use appropriate, technical vocabulary specific to the topic of the explanation3
Purpose
Audiencea. select and use an appropriate form for the explanation

use language that appeals to the reader and makes my explanation more interestinga. select and use an appropriate form for the explanation

use language that appeals to the reader and makes my explanation more interesting4
Spelling
Punctuation
Grammar
Handwritinga. write interesting sentences to enhance my explanation

use cause and effect linking words to improve my sentence structure or to explain how or why something works or happens

b. use commas, speech marks and apostrophes accurately in my explanation

c. use tenses appropriately when writing my explanation

spell the majority of commonly used words accuratelya. write interesting sentences to enhance my explanation



use cause and effect linking words to improve my sentence structure or to explain how or why something works or happens

b. use commas, speech marks and apostrophes accurately in my explanation

c. use tenses appropriately when writing my explanation

spell the majority of commonly used words accurately



	Requirements/ Key Skills	WRITING: EXPLANATION Level 5: What I need to do In a range of forms, for different audiences and purposes, including informal situations, I can:	Self/Peer Assessment 
1	Talk Plan Edit	a. redraft my work, taking account of feedback to improve my explanation	<input type="checkbox"/>
2	Content Organisation	a. use precise and relevant vocabulary to clearly convey the explanation to the reader b. compose an extended explanation, maintaining structure and ensuring clarity throughout, using the appropriate form	<input type="checkbox"/>
3	Purpose Audience	a. write an explanation for the intended audience using the appropriate form use language appropriate to the form that has impact on the audience b. sustain the style appropriate to writing an explanation and present the relevant information effectively	<input type="checkbox"/>
4	Spelling Punctuation Grammar Handwriting	a. write sentences of varying lengths and structure, including the use of clauses, to convey meaning clearly b. use more advanced punctuation in an accurate and proficient way to enhance my writing c. ensure my grammar and spelling are accurate throughout my explanation	<input type="checkbox"/>

Requirements/
Key Skills**WRITING: EXPLANATION**
Level 5: What I need to do
In a range of forms, for different audiences and purposes, including informal situations, I can:**Self/Peer Assessment**
1
Talk
Plan
Edit

a. redraft my work, taking account of feedback to improve my explanation

2
Content
Organisationa. use precise and relevant vocabulary to clearly convey the explanation to the reader

b. compose an extended explanation, maintaining structure and ensuring clarity throughout, using the appropriate forma. write an explanation for the intended audience using the appropriate form

use language appropriate to the form that has impact on the audience

b. sustain the style appropriate to writing an explanation and present the relevant information effectively3
Purpose
Audience4
Spelling
Punctuation
Grammar
Handwritinga. write sentences of varying lengths and structure, including the use of clauses, to convey meaning clearly

b. use more advanced punctuation in an accurate and proficient way to enhance my writing

c. ensure my grammar and spelling are accurate throughout my explanation