

Genre features: Letters	
Year 3	Year 4
I wrote my address on the right-hand side and put the date I wrote 'Dear....' followed by a comma In the first paragraph I explained why I was writing In the second paragraph I wrote about.... In the third paragraph I wrote a closing statement asking for a reply I ended using 'Yours sincerely' or an informal phrase for family and friends I used some short sentences and some long sentences using conjunctions, for example, 'because', 'but' I used the first person (I, my, me) I used capital letters for the names of people, places and titles	
Year 5	Year 6
In my formal letter, addresses, date, greeting and sign-off are correctly placed The first paragraph tells who the writer is and explains the reason for writing The middle paragraphs deliver the necessary message The letter states clearly what I would like the recipient to do I included a concluding paragraph which clearly shows a reply is needed I used standard English I used the appropriate greeting and sign-off I used a formal tone I used phrases to convey a sense of certainty (Surely, we can agree...) I use the subjunctive form for formal structure (If I were you, I would...)	

Genre features: Playscripts	
Year 3	Year 4
My script includes a cast list at the start It has a narrator The speakers' names are on the left with a colon after them I have not used speech marks I started a new line for each new speech My playscript has scenes which are introduced and clearly described Every time the setting changes, I started a new scene Stage directions are written in the present tense and are found in brackets I used adverbs and powerful verbs I included interesting and dramatic events	
Year 5	Year 6
My playscript follows the usual pattern of scripting I used the correct layout I did not use speech marks I have thought about performance I have remembered the audience's needs My script includes: ○ stage directions ○ technical terms ○ good match between character and dialogue ○ development of characters and relationships I used standard and non-standard English appropriately I used effective punctuation My playscript has dramatic interest	Narrative to Playscript I changed description into stage instructions to describe the setting I added dialogue to tell the audience what is happening I left out some parts of the narrative I set out the dialogue as direct speech without speech marks My stage directions are written in brackets: ○ to tell the actors how to speak their lines ○ to give instructions for the action My stage directions are in the present tense