Writing for a Purpose
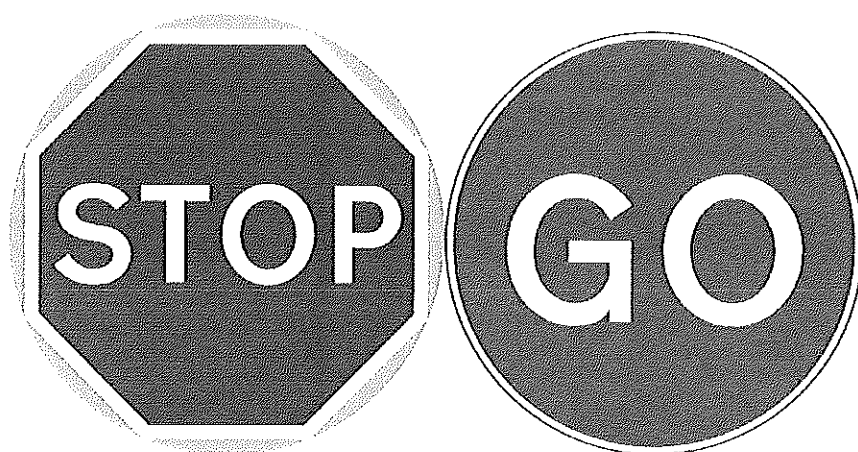
Guidance notes for the four writing purposes in KS2

Writing to entertain (LKS2)

Text Types

+ Stories
+ Descriptions
+ Poetry
+ Characters/settings

Text Features

+ Detailed description
+ Use paragraphs to organize in time sequence

Other Style Ideas

+ Opportunities for comparing different forms of past tense (progressive and simple)

Grammar and Sentences

- Use **fronted adverbials** to show how/when an event occurs,

    Without a sound...   After a moment...

- Use **expanded noun phrases** to add detail & description

    ...the dark gloomy cupboard under the stairs...

- Use **subordinate clauses** to add detail or context

    Although Theseus was scared, he prepared to enter the maze.

- Use **nouns** & **pronouns** for clarity and cohesion

    They crept into Minos's great labyrinth. Inside <u>the maze</u>....

Adverbials

Soon   Meanwhile   As...
The next day...   Later...
Carefully   Without a thought...

Conjunctions

if   when   because   while
as   until   whenever   once

Punctuation Content

+ Use full punctuation for direct speech, including punctuation within and before **inverted commas**,

    Mum asked, "Will you be home for tea?"

+ Secure use of **apostrophes** for possession, including for plural nouns.

+ Use **commas** after fronted adverbials and subordinate clauses

+ May begin to use **dashes** for emphasis

Writing to entertain (UKS2)

Text Types
- Narrative
- Descriptions
- Poetry
- Characters/settings

Text Features
- Detailed description
- Use paragraphs to organise in time sequence

Other Style Ideas
- Use a range of tenses to indicate changes in timing, sequence, etc.

Grammar and Sentences

- Use **subordinate clauses** to add detail or context, including in varied positions.

   Although Theseus was scared, he prepared to enter the maze.

   Theseus, although he was scared, prepared to enter the maze.

- Use **relative clauses** to add detail or context,

   Amy grabbed the torch, which she'd strapped to her belt, quickly.

- Use a wide range of sentence structures to add interest

Adverbials
Meanwhile   Later that day   Silently
Within moments   All night   Nearby
Under the treetops   Never before
-ing openers   -ed openers

Conjunctions
if   when   because   while
as   until   whenever   once
since   although   unless   rather

Punctuation Content

- Use **brackets** for incidentals,

   Amy saw Katie (her best friend) standing outside.

- Use **dashes** to emphasise additional information,

   The girl was distraught - she cried for hours.

- Use **colons** to add further detail in a new clause,

   The girl was distraught: she cried for hours.

- Use **semi-colons** to join related clauses,

   Some think this is awful; others disagree.

Writing to inform (LKS2)

Text Types
+ Explanation
+ Recount
+ Letter
+ Biography
+ Newspaper article

Text Features
+ Paragraphs used to group related ideas
+ Subheadings to label content

Other Style Ideas
+ May be built around a key image
+ Use techniques to highlight key words (bold, underline, etc.)

Grammar and Sentences

+ Use **subordinating conjunctions** to join clauses, including as openers,
  Although they have a fierce reputation, the Vikings weren't all bad.
+ Use **expanded noun phrases** to inform,
  A tall dark-haired man was seen leaving the scene.
+ Use **commas** to separate adjectives in a list,
  You will need flour, eggs, sugar and water.
+ Use **relative clauses** to add further detail
  We went to Downing Street, where the Prime Minster lives, before visiting the Houses of Parliament.
+ Begin to use **present perfect** tense to place events in time,

  This week we have visited the Science Museum.
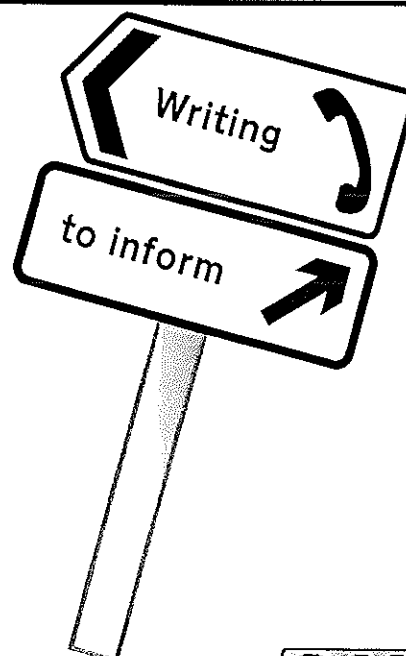
Adverbials
First Firstly Before After Later
Soon Also In addition However

Conjunctions
when before after while
because if

Punctuation Content

+ Consolidate four main punctuation marks (. , ! ?)
+ Use **capital letters** for proper nouns
+ Use **commas** to mark fronted adverbials

    After lunch, we went into the museum

+ Use **commas** to mark subordinate clauses

    When he was a boy, Dahl did not like reading.

+ Use **inverted commas** for direct speech
+ Use **bullet points** to list items

Writing

to inform

Writing to inform (UKS2)

Text Types
+ Report
+ Recount
+ Biography
+ Newspaper article
+ Essay

Text Features
+ Paragraphs used to group related ideas
+ Heading/subheadings
+ Use of technical vocabulary

Other Style Ideas
+ May include a glossary
+ Sections may contain more than one paragraph

Grammar and Sentences

+ Use **subordinating conjunctions** in varied positions,
    The Polar Bear, although it is large, can move at great speed.
+ Use **expanded noun phrases** to inform,
    ...a tall dark-haired man with a bright-red cap...
+ Use **relative clauses** to add further detail
    We went to Downing Street, where the Prime Minster lives, before visiting the Houses of Parliament.
+ Begin to use **passive voice** to remain formal or detached,
    The money was stolen from the main branch.
+ Begin to use **colons** to link related clauses,
    England was a good country to invade: it had plenty of useful land.
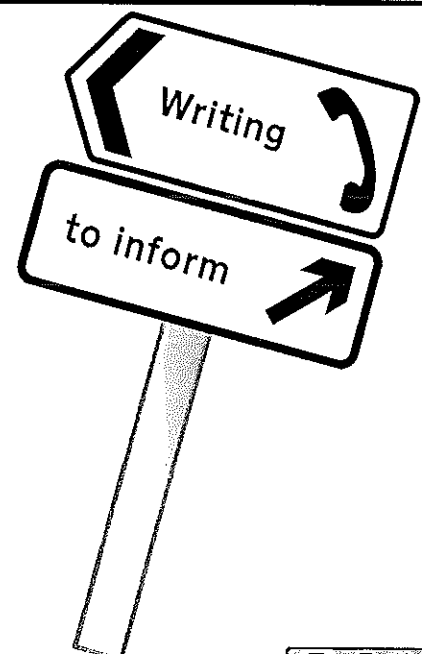
Adverbials
Meanwhile   At first   After
Furthermore   Despite   As a result
Consequently   Due to   For example

Conjunctions
when   before   after   while
because   if   although   as

Punctuation Content
+ Use **brackets** or **dashes** to explain technical vocabulary
+ Use **semi-colons** to punctuate complex lists, including when using bullet points
+ Use **colons** to introduce lists or sections
+ Use **brackets or dashes** to mark relative clauses
+ Secure use of **commas** to mark clauses, including opening subordinating clauses
+ Begin to use **colons** & **semi-colons** to mark clauses

Writing
to inform

Writing to persuade (LKS2)

Text Types
- Advertising
- Letter
- Speech
- Poster

Text Features
- Use of 2nd person
- Planned repetition
- Facts & Statistics
- Adjectives for positive description

Other Style Ideas
- Link to oracy, esp. for speeches
- Use of colour and images, esp. for advertising

Grammar and Sentences

- Use **imperative** verbs to convey urgency,

    Buy it today!   Listen very carefully....

- Use **rhetorical questions** to engage the reader,

    Do you want to have an amazing day out?

- Use **noun phrases** to add detail and description,

    Our fantastic resort has amazing facilities for everyone

- Use **relative clauses** to provide additional enticement

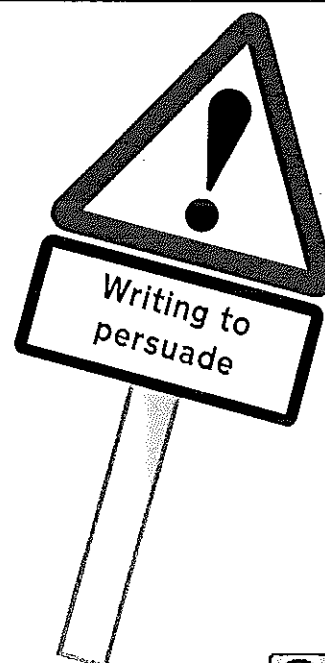   *Our hotel, which has 3 swimming pools, overlooks a beautiful beach*

Adverbials
Firstly   Also   In addition

However   On the other hand

Therefore   In conclusion

Conjunctions
if   because   unless   so

and   but   even if   when

Punctuation Content

- Ensure use of **capital letters** for proper nouns

- Use **?** **!** for rhetorical / exclamatory sentences

- Use **commas** to mark relative clauses

- Use **commas** to make fronted adverbials and subordinate clauses

    After your visit, you won't want to leave.

    Once you've tasted our delicious sandwiches, you'll be coming back for more!

Writing to persuade

Writing to persuade (UKS2)

Text Types
- Advertising
- Letter
- Speech
- Campaign

Text Features
- Use of 2nd person
- Personal pronouns
- Planned repetition
- Facts & Statistics
- Hyperbole

Other Style Ideas
- Link to oracy, esp. for speeches
- Use of colour and images, esp. for advertising

Grammar and Sentences

- Use **imperative** and **modal** verbs to convey urgency,

  Buy it today!   *This product will transform your life..*

- Use **adverbials** to convey sense of certainty,,

  Surely we can all agree...?

- Use **short sentences** for emphasis

  This has to stop!   Vote for change!

- Use of the **subjunctive form** for formal structure

  If I were you, I would...
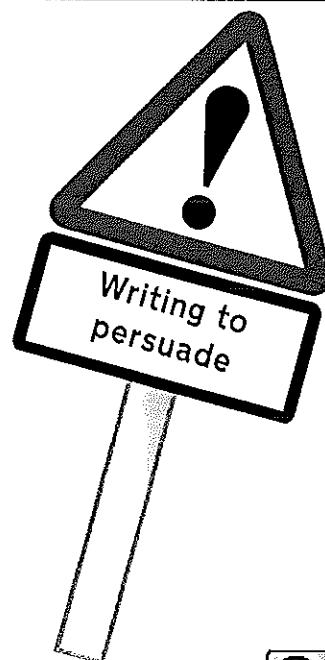
Adverbials

Firstly   Furthermore   In addition
However   Nevertheless   Therefore
Consequently   In conclusion

Conjunctions

if   because   although   unless
since   even if   rather   whereas
in order to   whenever   whether

Punctuation Content

- Use ? ! for rhetorical / exclamatory sentences
- Use **colons** and **semi-colons** to list features, attractions or arguments
- Use **brackets** or **dashes** for parenthesis, including for emphasis

  This is our chance—our only chance—to make a difference.

- Use **semi-colons** for structure repetition,

  Bring your friends; bring your children; bring the whole family!

Writing to persuade

Writing to discuss (UKS2)

Text Types
+ Balanced argument
+ Newspaper article
+ Review

Text Features
+ Appropriate use of cohesive devices
+ Use of subjunctive form where needed

Other Style Ideas
+ Use paragraphs to structure arguments
+ Maintain formal / impersonal tone

Grammar and Sentences

+ Use **modal** verbs to convey degrees of probability,
  It could be argued...   Some might say...
+ Use **relative clauses** to provide supporting detail
  The rainforest, which covers almost a third of South America...
+ Use **adverbials** to provide cohesion across the text,
  Despite its flaws...   On the other hand...
+ Use **expanded noun phrases** to describe in detail
  The dramatic performance by the amateur group was...
+ Begin to use **passive voice** to maintain impersonal tone,
  The film was made using CGI graphics

Adverbials
Firstly   Furthermore   In addition
However   Nevertheless   Therefore
Consequently   In conclusion

Conjunctions
if   because   although   unless
since   even if   rather   whereas
in order to   whenever   whether

Punctuation Content

+ Use **brackets** or **dashes** for parenthesis, including for emphasis
  This performance—the first by such a young gymnast—was a masterpiece!
+ Use **semi-colons** for to mark related clauses,
  Some argue ... ; others say...
+ Use **commas** to mark relative clauses
+ Use **colons** and **semi-colons** to punctuate complex lists

Writing to discuss