



**Bosvena**

School “At Bosvena School, we nurture healing, curiosity, and courage so every child can thrive, in learning, in relationships, and in life.”



B- Bravery

E- Empathy

A- Aspirations

C- Communication

O- Opportunity

N- Nurture

## ‘Writing for the World’ Overview KS1-KS4

Key Stage 1	Key Stage 2	Key Stage 3	Key Stage 4
<p><b>Transcription</b></p> <ol style="list-style-type: none"> <li>Form letters correctly and consistently</li> <li>Use phonics knowledge to segment words into their phonemes</li> <li>Use phoneme-grapheme correspondence to make phonetically plausible attempts at spelling words</li> <li>Leave clear spaces between words to ensure writing is readable in everyday contexts.</li> <li>Re-read writing to ensure it makes sense and check for basic mistakes.</li> <li>Spell high frequency real-life words:               <ul style="list-style-type: none"> <li>Days of the week</li> <li>Names</li> <li>Familiar objects</li> <li>Place names</li> <li>Personal information</li> <li>Common exception words (in line with phonics knowledge)</li> </ul> </li> </ol>	<p><b>Transcription</b></p> <ol style="list-style-type: none"> <li>Develop clear, consistent handwriting suited to longer functional writing.</li> <li>Spell increasingly wider ranges of everyday and topic-specific words:               <ul style="list-style-type: none"> <li>Health and wellbeing</li> <li>Money, shopping and finance</li> <li>Food and nutrition</li> <li>Directions and travel</li> <li>Technology</li> <li>Work and Employment</li> <li>Household management</li> </ul> </li> <li>Use online dictionaries to check spellings when writing for real audiences.</li> <li>Use online dictionaries, thesauruses and editing skills to ensure accuracy when writing for audiences.</li> </ol>	<p><b>Transcription</b></p> <ol style="list-style-type: none"> <li>Spell accurately across extended real-life writing tasks               <ul style="list-style-type: none"> <li>Reports</li> <li>Personal statements</li> <li>Applications</li> <li>Letters</li> <li>Emails</li> <li>Forms</li> <li>Instructions</li> <li>Journals</li> <li>Articles</li> <li>Reviews</li> </ul> </li> <li>Use proofreading and digital tools effectively to ensure accuracy when writing for an audience.</li> </ol>	<p><b>Transcription</b></p> <ol style="list-style-type: none"> <li>Demonstrate high-level spelling, formatting, and accuracy suitable for workplace and academic documents:               <ul style="list-style-type: none"> <li>Reports</li> <li>Agendas</li> <li>Minutes</li> <li>Personal statements</li> <li>Evaluation</li> <li>Presentations</li> <li>Applications</li> </ul> </li> <li>Proofread independently to ensure writing is of a professional standards.</li> <li>Use appropriate layout conventions for workplace and academic documents:               <ul style="list-style-type: none"> <li>Reports</li> <li>Agendas</li> <li>Minutes</li> <li>Personal statements</li> <li>Presentations</li> </ul> </li> </ol>
<p><b>Composition</b></p> <ol style="list-style-type: none"> <li>Write single words or short phrases for real purposes:               <ul style="list-style-type: none"> <li>Lists</li> <li>Labels</li> <li>Cards</li> </ul> </li> <li>Write simple sentences that convey clear meaning for real purposes:               <ul style="list-style-type: none"> <li>Notes</li> <li>Messages</li> <li>Captions</li> </ul> </li> <li>Write multiple sentences linked together that convey clear meaning for real purposes:               <ul style="list-style-type: none"> <li>Notes</li> <li>Messages</li> <li>Captions</li> </ul> </li> <li>Sequence ideas logically to write a simple recount of events or explain something simple.</li> </ol>	<p><b>Composition</b></p> <ol style="list-style-type: none"> <li>Use a wider range of sentence types (compound and complex) to explain, describe, or instruct clearly in purposeful writing contexts:               <ul style="list-style-type: none"> <li>Letters (formal and informal)</li> <li>Emails</li> <li>Instructions</li> <li>Journals</li> </ul> </li> <li>Organise writing into clear paragraphs to group related ideas clearly in purposeful writing contexts:               <ul style="list-style-type: none"> <li>Letters (formal and informal)</li> <li>Emails</li> <li>Journals</li> </ul> </li> <li>Use organisational features common in the real world in the context of letters, emails, instructions, and journals:               <ul style="list-style-type: none"> <li>Headings</li> <li>Sub-headings</li> <li>Bullet points / Numbered lists</li> <li>Introductions</li> <li>Conclusions</li> </ul> </li> <li>Plan, draft, and edit work to make meaning clearer for a reader in purposeful writing contexts:               <ul style="list-style-type: none"> <li>Letters (formal and informal)</li> <li>Emails</li> <li>Instructions</li> <li>Journals</li> </ul> </li> <li>Adapt writing for different audiences and purposes               <ul style="list-style-type: none"> <li>Letters (formal and informal)</li> <li>Emails</li> <li>Instructions</li> </ul> </li> </ol>	<p><b>Composition</b></p> <ol style="list-style-type: none"> <li>Summarise, synthesise and evaluate information from multiple sources to produce:               <ul style="list-style-type: none"> <li>Reports</li> <li>Articles</li> <li>Reviews</li> </ul> </li> <li>Write coherent explanations using evidence and clear reasoning to produce:               <ul style="list-style-type: none"> <li>Reports</li> <li>Personal statements</li> <li>Applications</li> <li>Articles</li> <li>Reviews</li> </ul> </li> <li>Edit writing to improve clarity, structure, precision, and conciseness.               <ul style="list-style-type: none"> <li>Reports</li> <li>Personal statements</li> <li>Applications</li> <li>Articles</li> <li>Reviews</li> </ul> </li> <li>Use tone and register appropriately for informal, neutral, or formal audiences in real world contexts:               <ul style="list-style-type: none"> <li>Reports</li> <li>Personal statements</li> <li>Applications</li> <li>Articles</li> <li>Reviews</li> </ul> </li> </ol>	<p><b>Composition</b></p> <ol style="list-style-type: none"> <li>Use sophisticated organisational structures suited to professional communication in authentic contexts:               <ul style="list-style-type: none"> <li>Job applications</li> <li>Personal statements</li> <li>Reviews</li> <li>Reports and articles</li> <li>Formal letters</li> <li>Persuasive texts on social issues</li> </ul> </li> <li>Sustain a clear viewpoint appropriate to task and audience in authentic contexts:               <ul style="list-style-type: none"> <li>Reviews</li> <li>Reports and articles</li> <li>Persuasive texts on social issues</li> </ul> </li> <li>Integrate and evaluate information from multiple sources for informed writing in authentic contexts:               <ul style="list-style-type: none"> <li>Job applications</li> <li>Personal statements</li> <li>Formal letters</li> <li>Persuasive texts on social issues</li> </ul> </li> </ol>

Vocabulary, Grammar and Punctuation	Vocabulary, Grammar and Punctuation	Vocabulary, Grammar and Punctuation	Vocabulary, Grammar and Punctuation
<ol style="list-style-type: none"> <li>Expand vocabulary linked to everyday experiences: <ul style="list-style-type: none"> <li>- Home and family</li> <li>- Food and meals</li> <li>- School and learning</li> <li>- Daily routines</li> <li>- Feelings</li> <li>- Transport and places</li> </ul> </li> <li>Consistent use of pronouns accurately when writing.</li> <li>Consistent use of subject-verb agreement in writing.</li> <li>Begin joining ideas using simple conjunctions: <ul style="list-style-type: none"> <li>- And</li> <li>- But</li> <li>- Or</li> <li>- So</li> <li>- Because</li> </ul> </li> <li>Use simple punctuation accurately to make meaning clear: <ul style="list-style-type: none"> <li>- Full stops</li> <li>- Capital letters</li> <li>- Question marks</li> <li>- Exclamation marks</li> </ul> </li> <li>Use past and present tenses accurately and consistently to convey meaning accurately in meaningful contexts: <ul style="list-style-type: none"> <li>- Notes</li> <li>- Messages</li> <li>- Captions</li> <li>- Recounts</li> <li>- Explanations</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>Use vocabulary precisely to explain processes or describe information in purposeful contexts: <ul style="list-style-type: none"> <li>- Letters</li> <li>- Emails</li> <li>- Instructions</li> <li>- Journals</li> </ul> </li> <li>Apply punctuation that supports clarity in real-life texts: <ul style="list-style-type: none"> <li>- Commas (lists and separating ideas and clauses)</li> <li>- Apostrophes (possession and contractions)</li> <li>- Speech Marks</li> </ul> </li> <li>Use a variety of conjunctions to extend meaning appropriately.</li> <li>Apply advanced punctuation found in real-world writing where meaningful: <ul style="list-style-type: none"> <li>- Colons</li> <li>- Semi-colons</li> <li>- Parenthesis</li> </ul> </li> <li>Use vocabulary purposefully to achieve the required tone in meaningful writing contexts.</li> </ol>	<ol style="list-style-type: none"> <li>Use accurate grammar and punctuation to ensure clarity in professional communications: <ul style="list-style-type: none"> <li>- Reports</li> <li>- Personal statements</li> <li>- Applications</li> <li>- Articles</li> <li>- Reviews</li> </ul> </li> <li>Employ varied sentence structures to suit purpose and audience.</li> <li>Use precise vocabulary and grammatical choices to create consistent tone and formality.</li> </ol>	<ol style="list-style-type: none"> <li>Use vocabulary, grammar and punctuation consistently which is appropriate for adult life and employment.</li> </ol>

**All English Writing Functional Skills Entry 1 and Entry 2 criteria are included in curriculum.**

**English Writing Functional Skills Entry Level 3 missing criteria:** Connecting paragraphs together, Use of compound and complex sentences, Use of cohesive devices, Sequencing adverbials, Plan draft edit cycles when writing.