

*We are learning to write in a formal style*

| <b>Success criteria for formal writing</b>   | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> |
|--|----------|----------|----------|----------|
| <p><b>I use a polite, formal "tone".</b></p> <p><b>I use "formal" vocabulary and phrases.</b></p> <p><b>I do not use contractions.</b></p> <p><b>I do not use "slang" expressions.</b></p> |          |          |          |          |
| <p><b>I use a range of "formal" connectives e.g.</b><br/> while, because, when<br/> in addition, furthermore<br/> although, however</p>  |          |          |          |          |
| <p><b>Verbs: I use imperative verbs where appropriate.</b></p> <p><b>and I try to use the passive form where appropriate.</b></p>  |          |          |          |          |
| <p><b>Connectives: I use a range of "formal" connectives e.g.</b><br/> while, because, when</p>  |          |          |          |          |

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|--|--|--|--|--|
| in addition, furthermore<br>although, however                        |  |  |  |  |
| I try to use the "impersonal voice" (avoiding "I" wherever possible) |  |  |  |  |

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| Success criteria for well organised texts  | 1 | 2 | 3 | 4 |
|--|---|---|---|---|
|  |   |   |   |   |
| There is a good <b>heading</b> (in a suitable style)   |   |   |   |   |
| <b>Opening paragraph</b> introduces the whole text (with a suitable amount of detail)                              |   |   |   |   |
| <b>Main paragraphs</b> have clear opening sentences and give details and explanation                               |   |   |   |   |
| <b>Ending</b> sums up and/or concludes the piece, and may give a personal opinion or makes an appeal to the reader |   |   |   |   |

1. \_\_\_\_\_

2. \_\_\_\_\_

| I vary my sentences thoughtfully   | 1 | 2 | 3 | 4 |
|--|---|---|---|---|
| I use complex sentences  |   |   |   |   |
| I use short and long sentences in appropriate places   |   |   |   |   |
| I include:<br>questions<br>exclamations<br>speech sentences  |   |   |   |   |
| I start some sentences with:<br>a verb ( <i>~ing</i> )<br>an adverb (including <i>~ly</i> )<br>a preposition<br>a connective |   |   |   |   |

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

My comments: (e.g. what I learned, what I thought about my work, what helped me improve)

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