

Reading

1. Refer to text to support opinions and predictions.
2. Give a view about choice of vocabulary, structure, etc.
3. Distinguish between fact and opinion.
4. Appreciate how a set of sentences has been arranged to create maximum effect.
5. Recognise:
 - a. complex sentences with more than one subordinate clause
 - b. phrases which add detail to sentences
6. Explain how a writer has used sentences to create particular effects.
7. Skim and scan to aide note-taking.



Writing

1. Use subordinate clauses to write complex sentences.
2. Use passive voice where appropriate.
3. Use expanded noun phrases to convey complicated information concisely (e.g. The fact that it was raining meant the end of sports day).
4. Use a sentence structure and layout matched to requirements of text type.
5. Use semi-colon, colon or dash to mark the boundary between independent clauses.
6. Use colon to introduce a list and semi colon within a list.
7. Use correct punctuation of bullet points.
8. Use hyphens to avoid ambiguity.
9. Use full range of punctuation matched to requirements of text type.
10. Use wide range of devices to build cohesion within and across paragraphs.
11. Use paragraphs to signal change in time, scene, action, mood or person.
12. Write legibly, fluently and with increasing speed.

