

All can be used to inform time, place and cause.

- Conjunctions link words and phrases together.
- Adverbs modify verbs, adjectives and clauses.
- Preposition describes location, place or time - before a noun.

Conjunctions		Adverbs		Prepositions	
when	before	then	next	before	after
while	since	soon	always	during	due to
because	so	later	now	above	below
where	later	inside	outside	through	under
unless	until	therefore		beside	with
yet	once	yesterday		inside	next to
that	if	frequently		because of	
		eventually			

- A **full stop** comes at the end of a sentence that is complete and finished. *The boy ran across the road.*
- A **question mark** comes at the end of a sentence that is asking a question. *What time is lunch?*
- An **exclamation** is something you say or shout that shows you are very happy, angry, or surprised. *Oh dear!*
- A comma can be used to separate items in a list. *I like cheese, lettuce and tomato in my sandwich.* There is no comma before 'and'.

A noun phrase adds detail to the noun. *the big bear...a black dog...an old, wooden boat...the bird with golden feathers...*

*It does not need to be 2 adjectives + noun, a noun can be modified by a noun. *bed socks...history book...ankle boots*

First, second, and third person show the narrative point of view.

1st person: I, we, me, my, mine, our, ours.

I went shopping. The picnic is ours for lunch. We had a great time.

2nd person: you, your yours.

You are kind. The gift is all yours.

3rd person: he, his, him, she, her, hers, it, its, their, theirs...

He is running fast.

They preferred to play football.

Sally watched the game.

The present perfect verb form, instead of the simple present.

Simple present tense

I like to play games.

My dad drives a red car.

Present perfect

He **has gone** out to play.

(present+perfect form)

I **have** finished my work.

(present+perfect form)

Inverted commas (also known as speech marks) show when people are actually speaking: this is known as direct speech.

"I'm beginning to understand," he said.

" " At the start and end of what is being said.

Year 3

- Use capital letters, full stops, question marks, exclamation marks and commas for lists.
- Use conjunctions, adverbs and prepositions, mostly accurately, to inform time, place or cause
 - Use conjunctions (when, so, before, after, while, because).
 - Use adverbs (e.g. then, next, soon).
 - Use prepositions (e.g. before, after, during, in, because of).
- Use nouns and noun phrases, modified by adjectives and other nouns to add detail, experimenting with adjectives to create impact.
- Correctly use verbs in 1st, 2nd and 3rd person.
- Use perfect form of verbs to mark relationships of time and cause.
- Use punctuation mostly accurately, including some use of inverted commas to indicate direct speech.
- Group ideas into basic paragraphs.
- Write under headings and sub-headings.
- Write with increasing legibility.

A group of linked sentences that are usually about the same thing. A new **paragraph** starts when you are writing about a new idea, person, place or event. Start the new paragraph on a new line.

In stories this could be the **beginning, middle** and **end**.

In a report, this could be a new paragraph for each section of the report using headings and subheadings.

Heading = All about Cats

Subheadings = Diet of a Cat

Cat Breeds

statement

A sentence that tells the reader a fact, idea or opinion.

The sky is blue.

My favourite colour is green.

command

A sentence that gives an instruction or tells you to do something.

Please can you pass me your book.

Line up quietly.

exclamation

A sentence that shows intense feeling or surprise. Ends with an exclamation mark.

Oh dear!

What a great friend you are!

question

A sentence that asks something. Always ends with a question mark.

What time is lunch?

How are you going to get there?

1st, 2nd or 3rd Person

shows the narrative point of view

1st person: I, we, me, my, mine, our, ours.

2nd person: you, your, yours.

3rd person: he, his, him, she, her, hers, it, its, their, theirs

expanded noun phrases

Adds additional detail to the noun by adding adjectives or by explaining where the noun is.

beautiful, blue sky

The adjectives must not be synonyms and must have a comma to separate them.

the fox in the playground

Year 3 Writing Toolkit



present perfect form

Used to describe past actions which are related to the present.

He has gone out to play.

I have finished my work.

apostrophe for possession

the girl's eyes (shows singular possession)

the girls' eyes (shows plural possession)

pronouns

Using pronouns avoids repetition of the noun and helps cohesion

She waved to him.

His mother is over there.

This will be an overnight visit.

inverted commas

Inverted commas are used to indicate direct speech.

"Did you hear that noise?" whispered Sam.

subordinating conjunctions

Connects a subordinate clause to a main clause

when, if, because, although

fronted adverbials

Used at the start of a sentence to describe manner, time or place. Must be followed by a comma.

In the early morning,
With great caution,

coordinating conjunctions

Connects two main clauses.

for, and, nor, but, or, so, yet