

## Elston Hall Learning Trust Writing Skills Ladder **NON-CHRONOLOGICAL REPORTS**

EYFS/ Reception	Y1	Y1	Y3/4	Y3/4	Y5/6	Y5/6	Y6 GDS	Y6 GDS
	LAYOUT	LANGUAGE	LAYOUT	LANGUAGE	LAYOUT	LANGUAGE	LAYOUT	LANGUAGE
<ul style="list-style-type: none"> <li>Verbal facts</li> <li>Relate to experience or learning</li> <li>In sequence</li> <li>CL and FS in a caption /sentence with a picture</li> </ul>	<ul style="list-style-type: none"> <li>Title</li> <li>Introduction</li> <li>Subheadings</li> <li>Information in sections</li> <li>Include pictures and captions</li> <li>Closing sentence</li> <li>Did you know box</li> </ul> <p><b>SUPPORT:</b></p> <ol style="list-style-type: none"> <li>TEMPLATE TO START</li> <li>GIVE FEATURES</li> <li>MORE ABLE: OWN LAYOUT</li> </ol>	<ul style="list-style-type: none"> <li>Facts</li> <li>CL and FS ?</li> <li>Use because, and, but to create longer sentences</li> <li>Expanded noun phrases</li> <li>Commas in a list</li> <li>Ambitious vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>Title (heading)</li> <li>Introduction</li> <li>Subheadings</li> <li>Information in paragraphs</li> <li>Did you know box?</li> <li>Photographs and captions</li> <li>Closing paragraph (Y4)</li> </ul>	<ul style="list-style-type: none"> <li>Factual information</li> <li>Technical, subject-specific vocabulary</li> <li>Formal language</li> <li>Pronouns</li> <li>Extra details to support the reader</li> <li>Sentence starts to engage the reader</li> <li>Fronted adverbials</li> <li>Conjunctions</li> <li>Adverbials</li> <li>Present tense verbs</li> <li>Colons for headings</li> <li>Third person</li> <li>Tips on pronouncing subject words</li> </ul>	<ul style="list-style-type: none"> <li>Title to tell the reader what the report is about</li> <li>Introduction to give a brief information about the topic</li> <li>Organisational devices to structure the text (bullet points, subheadings)</li> <li>Fact box</li> <li>Glossary</li> <li>Colon to introduce a list</li> <li>Semicolon to separate items in a long list</li> <li>Parenthesis for extra information</li> <li>Summary to end</li> </ul>	<ul style="list-style-type: none"> <li>Formal tone</li> <li>Formal conjunctions</li> <li>Technical language</li> <li>Present tense verbs</li> <li>Past tense verbs for an historic report</li> <li>Impersonal voice</li> <li>3<sup>rd</sup> person</li> <li>Signposting sentences to guide the reader throughout text</li> <li>Rhetorical questions</li> </ul>	<ul style="list-style-type: none"> <li>Ideas are developed to support the reader</li> <li>In-text glossary as a footnote to provide support and clarity for reader</li> <li>Dashes to add emphasis</li> <li>Brackets for authorial asides</li> </ul>	<ul style="list-style-type: none"> <li>Formal, technical vocab specific to subject</li> <li>Well-selected facts to provide reader interest</li> <li>Elaborations and explanations provided in brackets</li> <li>Consistently clear facts showing authorial expertise</li> <li>Passive construction used to support impersonal tone</li> <li>Ambitious language used effectively and for reader impact</li> <li>Formal tone, but deliberate use of asides to create a friendly tone for the reader</li> </ul>
	Y2	Y2						
	LAYOUT	LANGUAGE						
	<ul style="list-style-type: none"> <li>Title</li> <li>Introduction</li> <li>Subheadings</li> <li>Information in sections</li> <li>Include pictures and captions</li> <li>Closing sentence</li> <li>Did you know box</li> </ul>	<ul style="list-style-type: none"> <li>Facts</li> <li>CL and FS ? !</li> <li>Use because, and, that but, when, if, so to create longer sentences</li> <li>Expanded noun phrases</li> <li>Commas in a list</li> <li>Ambitious vocabulary</li> <li>Apostrophe for possession</li> <li>Use that, because, when and if to create longer sentences</li> <li>Expanded noun phrases</li> <li>Commas in a list</li> <li>Contractions</li> </ul>						
		<p><b>Y2 GDS</b></p> <ul style="list-style-type: none"> <li>Editing</li> <li>Suffixes</li> <li>Joining</li> <li>Ambitious vocabulary</li> </ul>						
					<p><b>Y6</b></p> <p>Direct reader address to show audience awareness</p>			