Progression of Skills in Non-fiction

Text Type	Instruction/pi	Instruction/procedural texts					
Purpose	To ensure a process is	carried out correctly lead	ing to a successful outco	me for participants.			
Generic text structure	 List any material or eq Provide simple, clear i Diagrams or illustratio A final evaluative state 	Begin by defining the goal or desired outcome. E.g. How to make a board game. List any material or equipment needed, in order. Provide simple, clear instructions. Keep to the order in which the steps need to be followed to achieve the stated goal. Diagrams or illustrations are often integral and may even take the place of some text. A final evaluative statement can be used to wrap up the process. E.g. Now go and enjoy playing your new game with your friends. Your beautiful delicious soup is now ready to eat.					
Planning and preparation	 Work out exactly what Decide on the importa Keep sentences as sh Avoid unnecessary ad Appeal directly to the model? Only one thing 	Use the title to show what the instructions are about. E.g. How to look after a dog. • Work out exactly what sequence is needed to achieve the planned goal. • Decide on the important points you need to include at each stage. • Keep sentences as short and simple as possible. • Avoid unnecessary adjectives and adverbs or technical words, especially if your readers are young. • Appeal directly to the reader's interest and enthusiasm. E.g. You will really love this game. Why not show your friends how to make this super model? Only one thing left to do now • Use procedural texts within other text types when you need a set of rules, guidelines or instructions to make something really clear for the reader.					
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
Grammatical features	-Although, the Year 1 curriculum asks pupils to sequence sentences to write short narratives, simple instructions can be written. -Leaving spaces between words - joining words and clauses using -beginning to punctuate sentences using a capital letter	-Use of imperative verb -Use of command sentences -Commas in lists	-Express time, place and cause using conjunctions (e.g. so, because), adverbs and prepositions -Heading and subheadings used to aid presentation	-Create cohesion through the use of nouns and pronouns -Use fronted adverbials	-Parenthesis can be used to add additional advice -Relative clauses can be used to add further information -Modals can be used to suggest degrees of possibility -Use layout devices to provide additional information and guide the reader	-Adapt degrees of formality and informality to suit the form of the instructions -Create cohesion across the text using a wide of cohesive devices including layout features	

	and full stop, question mark or exclamation mark					
Purpose/use of grammatical features in this text type	Sequencing sentences to form short sets of instructions: Get the scissors. Cut the paper. Use and to add additional details. Get the scissors and the glue.	Use of imperative/command sentences e.g. Cut the paper Paint your modelsome of these may be negative commands e.g. Do not use Layout devices such as bullet points, numbers or letters to help your reader keep track as they work their way through each step.	Headings can be used to separate the equipment from the procedure. Conjunctions, adverbs and prepositions can be used to order and explain the procedure e.g. When this has been donenext addafter doing this	Cohesion can be created, and repetition avoided through the use of nouns and pronouns e.g. Add the egg and then beat it with a whisk.	Relative clauses can be used to add further information e.g. Collect your jam, which may be bought or homemade Additional advice can be added through the use of parentheses e.g. (It's a good idea to leave it overnight if you have time) Modals can be used to suggest degrees of possibility e.g. You shouldyou might want to	Different degrees of formality may be required e.g. Cook for 20 minutes/Pop your cake mixture in the oven for 20 minutes. Conditional adverbials can be used, including as fronted adverbials to make suggested alternatives e.g. If you would like to make a bigger decoration, you could
Examples of this text type	How to carry out scie How to play a game of	ow to operate machine nce experiments or to or activity aviour, a game or activi nd prepare food	carry out a procedure	hings		

Text Type	Explanation 7	Explanation Texts					
Purpose	To explain how or why, way it is.	e.g. to explain how things	s work or the processes in	nvolved in natural/social	phenomena or to explain	why something is the	
Generic text structure		n a process are explained		vinter some animals hiber When the nights get longe	nate. er because the tempera	ature begins to drop	
Planning and preparation	 Decide whether you n a list or a glossary. Use the first paragraph Plan the steps in your Add a few interesting of Interest the reader by Re-read your explanation 	 Use the first paragraph to introduce what you will be explaining. Plan the steps in your explanation and check that you have included any necessary information about how and why things happen as they do. Add a few interesting details. Interest the reader by talking directly to them Re-read your explanation as if you know nothing at all about the subject. Check that there are no gaps in the information Remember that you can adapt explanatory texts or combine them with other text types to make them work effectively for your audience and 					
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
Grammatical features	NA	-Consistent use of present tense -Questions can be used to form titles -Question marks are used to denote questions (Y1) -Use conjunctions e.g. sobecause	-Express time, place and cause using conjunctions (e.g. so, because), adverbs and prepositions -Heading and subheadings used to aid presentation	-Use fronted adverbials -Use of paragraphs to organise ideas -Create cohesion through the use of nouns and pronouns	-Indicate degrees of possibility using adverbs and modal verbs -Use layout devices to provide additional information and guide the reader -Create cohesion within paragraphs using adverbials -Relative clauses can be used to add further information -Parenthesis can be used to add clarification of technical words	-Adapt degrees of formality and informality to suit the form of the explanation -Create cohesion across paragraphs using a wider range of cohesive devices which can include adverbials -The passive voice can be used	

Purpose/use of grammatical features in this text type	NA	Written in present tense e.g. Hedgehogs wake up again in the spring.) Questions can be used to form titles e.g. How do hedgehogs survive the winter? Why does it get dark at night? • Question marks are used to denote questions Use of conjunctions e.g. so, because	Use of adverbs e.g. first, then, after that, finally Use prepositions e.g. before, after Paragraphs are useful for organising the explanation into logical sections.	Cohesion can be created, and repetition avoided through the use of nouns and pronouns e.g. Many mammalsthey feed their young Fronted adverbials can be used e.g. During the night, nocturnal animals	Indicate degrees of possibility using adverbs e.g. perhaps, surely Sometimes modal verbs can be used to express degrees of possibility e.g. might, should, will Relative clauses can be used to add further information e.g. Hedgehogs, which are mammals Brackets, dashes and commas can be used to add extra information inside parenthesis e.g. oxygen (a gas found in air)	Degrees of formality and informality can be adapted to suit the form of the discussion, so an informal tone can sometimes be appropriate e.g. You'll be surprised to know that Have you ever thought about the way that? And a formal, authoritative tone can also be adopted e.g. oxygen is constantly replaced in the bloodstream The passive voice can sometimes be used e.g. gases are carried Layout devices such as heading, subheadings, columns, bullets etc can be used to present information clearly.
Examples of this text type	Explaining inventions Nile in determining th Explaining phenomer Explaining religious to Encyclopaedia entrie Technical manuals	e seasons in Ancient E na such as the water cy raditions and practices	in, the causes of histor Egypt ycle or how a volcano in RE		s and revolutions, expl	aining the role of the

Text Type	Recount Text	Recount Texts					
Purpose	they are the basic form used, and they often se	Recounts are sometimes referred to as 'accounts'. They are the most common text type we encounter as readers and listeners, not least because they are the basic form of many storytelling texts. Stories and anecdotes can have a range of purposes, frequently depending on the genre being used, and they often set out to achieve a deliberate effect on the reader/listener. In non-fiction texts they are used to provide an account of events. Recounts can be combined with other text types, for example, newspaper reports of an event often consist of a recount that includes elements of explanation.					
Generic text structure	 orientation such as sc an account of the even some additional detail reorientation, e.g. a closometimes reorganises 	Structure often includes: orientation such as scene-setting or establishing context (It was the school holidays. I went to the park) an account of the events that took place, often in chronological order (The first person to arrive was) some additional detail about each event (He was surprised to see me.) reorientation, e.g. a closing statement that may include elaboration. (I hope I can go to the park again next week. It was fun.) Structure cometimes reorganises the chronology of events using techniques such as flashbacks, moving the focus backwards and forwards in time, but hese strategies are more often used in fiction recounts					
Planning and preparation	 Details are important thelp you plan what to in Decide how you will find to the Science Museum Read the text through Is the style right for the 	hise the way you retell the to create a recount rather include. In the recount. You'll ne was the best we have en as if you don't know any e genre you are using? (Informal, personal langua	than a simple list of ever eed a definite ending, per ver had). thing about what it is beir Fechnical/formal language	nts in order. Try using Wr haps a summary or a cor ng recounted. Is it clear w	en? Where? Who? What nment on what happened hat happened and when'	d (I think our school trip	
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
Grammatical features	-Although, the Year 1 curriculum asks pupils to sequence sentences to write short narratives, simple instructions can be written. -Leaving spaces between words - joining words and clauses using -beginning to	Use past and present tense throughout writing -Use progressive forms of verbs -Use conjunctions for coordination and subordination -Use of noun phrases	-Express time, place and cause using conjunctions (e.g. so, because), adverbs and prepositions -Inverted commas can be used to punctuate direct speech	-Use of paragraphs to organise ideas -Effective use of expanded noun phrases -Fronted adverbials (e.g. Later that day)	-Use of the past perfect - Modals can be used to indicate degrees of possibility -Create cohesion within paragraphs using adverbials	-Use of the past perfect progressive form of verbs -Adapt degrees of formality and informality to suit the form of the text -Create cohesion across paragraphs using a wider range of cohesive devices which can include adverbials	

	punctuate sentences using a capital letter and full stop, question mark or exclamation mark					
Purpose/use of grammatical features in this text type	NA	Usually written in the past tense with space for pupils to use the past progressive form of verbs, e.g. the children were playing, I was hoping Opportunities also exist for the use of the past perfect e.g. The children had triedearlier in the day, the owls had hunted and Past perfect progressive forms e.g. the children had been singing we had been hoping to go on this trip for a long time Some forms may use present tense, e.g. informal anecdotal storytelling (Just imagine – I'm in the park and I suddenly see a giant bat flying to werd different levels of formality and informality. In these	Events being recounted have a chronological order, so conjunctions, adverbs and prepositions are used e.g. then, next, first, afterwards, just before that, at last, meanwhile. The subject of a recount tends to focus on individual or group participants, which requires the use of either first or third person e.g. Third person they all shouted, she crept out, it looked like an animal of some kind). In personal recounts, the first person is used e.g. I was on my way to school We got on the bus Recounts can take many forms (diaries, letters, newspaper reports) paragraphing can be used to	Uses adverbials e.g. therefore, however to create cohesion within and across paragraphs.	Modals can be used to suggest degrees of possibility e.g. I should never havethey must be allowed	Different degrees of formality may be required for different forms e.g. high formality if recounting in the style of a broadsheet newspaper or informal in a personal diary.

	cases it is a possible to e opportunitie writing using present prog e.g. I am rea hoping Noun phrase people, mos blue butterfl used to add and interest reader Conjunction useful for coordinating and showing subordinatic went to the we could pla swings	extend is to g the gressive ally es (some st dogs, (y) can be detail the g events g events g on e.g. we park so		
Examples of this text type	Retelling stories in English lessor Giving accounts of schoolwork, s Writing biographies and autobiog Letters and postcards Diaries and journals Newspaper reports Magazine articles Encyclopaedia entries	porting events, science experim	g historical accounts	

Text Type	Report Texts	Report Texts					
Purpose	To provide detailed info categorising information		ings are or were. To help	readers/listeners unders	tand what is being descril	bed by organising or	
Generic text structure	structure. They tend to a includes: • an opening statement, • sometimes followed by • a description of whate • its qualities (Like most	In the absence of a temporal (chronological) structure where events happen in a particular order, non-chronological reports usually have a logical structure. They tend to group information, often moving from general to more specific detail and examples or elaborations. A common structure includes: • an opening statement, often a general classification (Sparrows are birds); • sometimes followed by a more detailed or technical classification (Their Latin name is); • a description of whatever is the subject of the report organised in some way to help the reader make sense of the information. For example: • its qualities (Like most birds, sparrows have feathers.); • its parts and their functions (The beak is small and strong so that it can);					
Planning and preparation	 Gather information fro Consider using a ques Try to find a new way make very clear what ye Include tables, diagrar Find ways of making litouch to the text e.g. So Re-read the report as 	m a wide range of source stion in the title to interest to approach the subject a ou are writing about. ms or images e.g. importe inks with your reader. You o next time you choose a if you know nothing about	vant to include, e.g. use p es and collect it under the your reader (Vitamins – and compose an opening ed photographs or drawin u could ask a direct quest pet, think about getting a it its subject. Check that i vill make it more effective	headings you've planne why are they so importar that will attract the reade gs that add or summaris ion e.g. Have you ever h dog. nformation is logically or	d. nt?). r or capture their interest e information. eard of a hammerhead sl ganised and clear.		
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
Grammatical features	Year 1Year 2Year 3Year 4Year 5Year 5Year 6Although, the Year 1 curriculum asks pupils to sequence sentences to write short narratives, simple non-chronological reports can be written about topics with which pupils are familiar. These should use the grammar and punctuation-Use present and past tense throughout writing -Questions can be used to form titles -Question marks are used to denote questions (Y1) -Use conjunctions e.g. because to aid explanation Use adjectives including comparative-Express time, place and cause using conjunctions (e.g. so, because), -adverbs and prepositions -Headings used to aid presentation -Use of paragraphs to organise ideas-Create cohesion through the use of nouns and pronouns-Create cohesion within paragraphs using adverbials -Parenthesis can be used to add additional information -Use layout devices to provide additional information and guide the reader-Use vocabulary typical of informal speech and that appropriate written forms -The passive voice can be used organise ideas-Create cohesion through the use of nouns and pronouns-Create cohesion using adverbials -Parenthesis can be used to add additional information and guide the reader-Use vocabulary typical of informal speech in the appropriate written forms -The passive voice can be used -Create cohesion across paragraphs using a wider range of cohesive devices						

	objectives listed in the National Curriculum for Year 1.	adjectives to create description				such as organisational features, headings and questions.
Purpose/use of grammatical features in this text type	NA	Often written in the third person and present tense e.g. They like to build their homes It is a harsh environment and a dangerous habitat. Sometimes written in the past tense, as in a historical report e.g. Children as young as seven worked in factories. They were poorly fed and clothed and they did dangerous work. Questions can be used to form titles e.g. Who were the Victorians? What was it like in a Victorian school? Question marks are used to denote questions. Use of conjunctions e.g. so, because Adjectives and specifically comparative	Use prepositions e.g. before, after Non-chronological reports are often organised into sections. This makes paragraphing a useful tool. Layout devices such as heading, subheadings, columns, bullets etc can be used to present information clearly. Consistent use across the text helps create cohesion.	Cohesion can be created, and repetition avoided through the use of nouns and pronouns e.g. The Anglo-Saxons likedthey were particularly fond of	Brackets, dashes and commas can be used to add extra information inside parenthesis.	The passive voice is frequently used to avoid personalisation, to avoid naming the agent of a verb, to add variety to sentences or to maintain an appropriate level of formality for the context and purpose of writing. E.g. Sparrows are found in Sharks are hunted children were taught Requires the writer to appreciate the difference between vocabulary typical of informal speech and that appropriate for formal speech e.g. the habitat of wood mice rather than where wood mice live.

	adjectives can be used to create description e.g. Polar bears are the biggest carnivores of all. The hibernate, just like other bears. A polar bear's nose is as black as a piece of coal.				
Examples of this text type	Describing aspects of daily life in history (Describing the characteristics of anything materials; mythological creatures) Comparing and describing localities or ge Describing the characteristics of religious Information leaflets Tourist guidebooks Encyclopaedia entries Magazine articles	(e.g. particular animals o ographical features	or plants; the planets I	the solar system, differ	rent rocks and

Text Type	Discussion Texts
Purpose	To present a reasoned and balanced overview of an issue or controversial topic. Usually aims to provide two or more different views on an issue, each with elaborations, evidence and/ or examples.
Generic text structure	 The most common structure includes: a statement of the issues involved and a preview of the main arguments; arguments for, with supporting evidence/examples; arguments against or alternative views, with supporting evidence/examples. Another common structure presents the arguments 'for' and 'against' alternatively. Discussion texts usually end with a summary and a statement of recommendation or conclusion. The summary may develop one particular viewpoint using reasoned judgements based on the evidence provided
Planning and preparation	Questions often make good titles e.g. Should everyone travel less to conserve global energy? • Use the introduction to show why you are debating the issue e.g. There is always a lot of disagreement about x and people's views vary a lot.

	 Support each viewpoi If you opt to support o other text types depend Re-read your explana 	Make sure you show both/all sides of the argument fairly. Support each viewpoint you present with reasons and evidence. If you opt to support one particular view in the conclusion, give reasons for your decision.Don't forget that discussion texts can be combined with other text types depending on your Re-read your explanation as if you know nothing at all about the subject. Check that there are no gaps in the information Remember that you can adapt explanatory texts or combine them with other text types to make them work effectively for your audience and purpose.						
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
Grammatical features	NA	NA	NA	-Consistent use of present tense (Y2) -Use present perfect form of verbs (Y3) -Effective use of noun phrases Use of paragraphs to organise ideas Use adverbials e.g. therefore, however -Heading and subheadings used to aid presentation (Y3)	-Create cohesion within paragraphs using adverbials -Use layout devices to provide additional information and guide the reader	-Create cohesion across paragraphs using a wider range of cohesive devices which can include adverbials -Make formal and informal vocabulary choices -Use the passive voice to present points of view without -Adapt degrees of formality and informality to suit the form of the discussion -Use conditional forms such as the subjunctive form to hypothesise -Make formal and informal vocabulary choices -Use semi-colons, colons and dashes to make boundaries between clauses		
Purpose/use of grammatical features in this	NA	Written in the present tense. This can include other forms	Heading and subheadings can be used to aid	Uses adverbials e.g. therefore, however to create cohesion	Layout devices such as diagrams, illustrations, moving	Writers need to make formal and informal vocabulary choices to		

text type	such as present perfect e.g. some people have arguedsome people have said Generalises the participants and things it refers to using uncountable noun phrases (some people, most dogs), nouns that categorise (vehicles, pollution) and abstract nouns (power	presentation. Paragraphs are useful for organising the discussion into logical sections.	within and across paragraphs	images and sound can be used to provide additional information or give evidence	suit the form of the writing by making generic statements followed by specific examples e.g. Most vegetarians disagree. Dave Smith, a vegetarian for 20 years, finds that The passive voice can sometimes be used to present points of view e.g. It could be claimed thatit is possible thatsome could claim that
					Degrees of formality and informality can be adapted to suit the form of the discussion e.g. whether writing a formal letter on an informal blog. This can include vocabulary choices e.g. choosing habitat rather than homeindicates rather than shows •
					Because arguments include hypothetical ideas, conditional language, such as the subjunctive form can sometimes be used e.g. If people were to stop hunting

				whales	
				In discussions, complex ideas need developing over a sentence. Colons and semicolons can be useful for separating and linking these ideas.	
Examples of this text type	Non-fiction book on an 'issues' Write-up a debate Leaflet or article giving balanced account of an issue Writing editorials about historical attitudes to gender, social class, colonialism etc. Writing letters about pollution, factory farming or smoking Writing essays giving opinions about literature, music or works of art				

Text Type	Persuasive Texts
Purpose	To argue a case from a particular point of view and to encourage the reader/listener towards the same way of seeing things
Generic text structure	An opening statement (thesis) that sums up the viewpoint being presented. (Greentrees Hotel is the best in the world. School uniform is a good idea.) • Strategically organised information presents and then elaborates on the desired viewpoint. (Vote for me because I am very experienced. I have been a school councillor three times and I have) • A closing statement repeats and reinforces the original thesis. (All the evidence shows that It's quite clear that Having seen all that we offer you, there can be no doubt that we are the best.)
Planning and preparation	 Decide on the viewpoint you want to present and carefully select the information that supports it. Organise the main points to be made in the best order and decide which persuasive information you will add to support each. Plan some elaboration/explanation, evidence and example(s) for each key point but avoid ending up with text that sounds like a list. Think about counter arguments your reader might come up with and include evidence to make them seem incorrect or irrelevant. Try to appear reasonable and use facts rather than emotive comments. Choose strong, positive words and phrases and avoid sounding negative. Use short sentences for emphasis. Re-read the text as if you have no opinion and decide if you would be persuaded. Remember that you can use persuasive writing within other text types.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Grammatical features	NA	-Written in present tense -Rhetorical questions -Effective use of noun phrases	-Express time, place and cause using conjunctions (e.g. so, because), adverbs and prepositions -Use present perfect form of verbs	-Create cohesion through the use of nouns and pronouns -Use adverbials e.g. therefore, however -Use paragraphs to organise ideas -Effective use of expanded noun phrases	-Modals can be used to suggest degrees of possibility -Create cohesion within paragraphs using adverbials	-Make formal and informal vocabulary choices -Adapt degrees of formality and informality to suit the form of the text -The passive voice can be used in some formal persuasive texts -Use conditional forms such as the subjunctive form to hypothesise -Create cohesion across paragraphs using a wider range of cohesive devices which can include adverbials
Purpose/use of grammatical features in this text type	NA	Written in the present tense. This can include other forms such as progressive forms e.g. people were saying Sentence types include rhetorical questions e.g. Do you want to get left behind in the race to be fashionable? Want to be the most relaxed person in town? So what do you have to do to?	Paragraphs are useful for organising the content into logical sections.	Often refers to generic rather than specific participants e.g. Vegetables are good for you. They This means that cohesion is created through the combined use of nouns and pronouns. Uses adverbials e.g. therefore, however to create cohesion within and across paragraphs. Uses logical	Modals can be used to suggest degrees of possibility e.g. this could beyou shouldyou might want to	Requires the writer to make formal and informal vocabulary choices by moving from generic statements to specific examples when key points are being presented. (The hotel is comfortable. The beds are soft, the chairs are specially made to support your back and all rooms have thick carpet.) Sometimes the second person is

	Adjectives can be used to create persuasive noun phrases e.g. delicious chocolateevil hunters		conjunctions, adverbials and prepositions e.g. This proves that So it's clear Therefore Repetition can be used to strengthen your point of view. This also acts as a cohesive device.		useful for appealing to the reader e.g. e.g. this is just what you've been looking for. This also enables adaptation of the Degrees of formality and informality so that the text appeals to the reader. In some formal texts, it may be possible to use the passive voice e.g. It can be saidit cannot be overstated Because arguments include hypothetical ideas, conditional language, such as the subjunctive form can sometimes be used e.g. If people were to stop hunting whales	
Examples of this text type	Writing publicity materials such as tourist brochures based on trips to places of interest; writing editorials to newspapers about controversial issues Writing letters about topics such as traffic on the high street or deforestation Creating posters and leaflets about issues such as bullying, stranger danger or substance abuse Creating posters, articles and leaflets promoting healthy living based on science work about teeth and nutrition Writing book reviews for other pupils Book blurbs Political pamphlets Applying for a job or a position on the school council					