

		[KEY] I use passive verbs to affect the focus of information in a sentence - for example, I can change 'Sam repaired the car' into 'The car was repaired by Sam'.	[KEY] I structure my work with appropriate headings, sub-headings, columns, bullets, or tables.		
		[KEY] I use headings, bullet points and underlining to structure and guide a reader through my writing.	[KEY] I use a dictionary to check how words are spelled and what words mean.	[KEY] I ensure I use the consistent and correct use of tense throughout a piece of writing.	
	[KEY] I proof-read my work to correct spelling and punctuation mistakes.	[KEY] I plan the structure of my writing by identifying the audience for my text and the purpose of the writing.	[KEY] I review my work to further describe and develop settings, characters and the narrative atmosphere.	[KEY] I can write out formal speech or texts using appropriate vocabulary.	
		[KEY] I use bullet points accurately when constructing a list.	[KEY] I use a colon to indicate the beginning of a list.		