

Reflecting and Redrafting at Causeway School...

Step 1: Have you used punctuation?

- Does every sentence start with a capital letter?
- Does every sentence finish with some form of punctuation (.?!)?
- Have all proper nouns been capitalised (these are **unique** people, places or things e.g. there are many cities so 'city' doesn't take a capital letter. However there is only one London, therefore it takes a capital letter)?

Full stop	.	indicates that a sentence has finished
Comma	,	indicates a slight pause in a sentence, separates clauses in a complex sentence and items in a list
Question mark	?	goes at the end of a question
Exclamation mark	!	goes at the end of a dramatic sentence to show surprise or shock
Apostrophe	'	shows that letter(s) have been left out or indicates possession
Speech marks	""	indicate direct speech, the exact words spoken or being quoted
Colon	:	introduces a list, a statement or a quote in a sentence
Semicolon	;	separates two sentences that are related and of equal importance
Brackets	()	can be used like dashes, they separate off extra information from the main clause
Ellipsis	...	to show a passage of time, to hook the reader in and create suspense

Step 2: Have you communicated your ideas clearly?

- Have you re-read your work (out loud if necessary) to ensure that it makes sense?
- Have you checked that you haven't missed words out and that your sentences are complete (add or remove words if necessary)?
- Have you checked that that spelling is as accurate as possible

- Have you used simple sentence (simple sentences contain a subject and a verb and can contain an object, for example: Sarah likes to read in the library)?
- Have you used compound sentences (compound sentences join two simple sentences using the connectives: for, and, nor, but, or, yet, so; for example: Sarah likes to read in the library but Tom prefers to read at home)?
- Have you used complex sentences (a complex sentence contains a conjunction such as because, since, after, although, or when; for example: Because Robert felt tired, he only studied for an hour)?

- Have you used connectives to make the links between your points clear?
Remember: connectives are words that link or 'connect' ideas within your writing. There are different types.
Comparative Connectives are used to connect similar ideas or when adding a point (for example: Lionel Messi's ball control is exceptional. Additionally, his movement off the ball is unparalleled):
Additionally,... Also,... Furthermore,... In addition,... Moreover,...
- Contrasting connectives are used to connect opposing ideas or when offering an alternative point of view (for example: Bill Bryson is fond of cities that are home to historical buildings. In contrast, Paul Theroux is fond of modern cities such as New York) :
Alternatively,... However,... In contrast,... In other respects,... On the other hand,...

Step 3: Have you structured your ideas clearly?

- Have you used paragraphs to structure your ideas (remember: each time you move onto a new time, place, person or idea, you should begin a new paragraph).

Step 4: Have you identified your strengths?

I am proud of my work because...

- I have used correct punctuation.
- I have written clearly so that my reader can understand my writing easily.
- I have checked my spelling and corrected any errors.
- I have used a range of sentence types.
- I have used connectives to make links between my ideas clear.
- I have used paragraphs throughout my work.

Step 5: Have you identified targets for next time?

Next time I need to remember to...

- Use correct punctuation.
- Write clearly so that my reader can understand my writing easily.
- Check my spelling and correct any errors.
- Use a range of different sentence types.
- Use connectives to make links between my ideas clear.
- Use paragraphs throughout my work.