

<b>Terminology</b>	
letter, word, sentence, punctuation, full stop, capital letter.	joining words, exclamation mark
<b>Handwriting</b>	
Form capital letters.	<i>Show some control over letter size, shape and orientation.</i>
Form digits correctly (can be taught in Maths lessons).	
<i>Write own name with appropriate upper and lower case letters.</i>	
<b>Letter</b>	
Know the names of the letters of the alphabet in order.	
<b>Word</b>	
Spell common exception words – the, a, do, to, today, of, said, says, are, were, was, is, his, has, I, you, your, they, be, he, me, she, we, no, go, so, by, my, here, there, where, love, come, some, one, once, ask, friend, school, put, push, pull, full, house, our.	Suffixes that can be added to verbs where no change is needed in the spelling of the root word, e.g. helping, helped, helper.
	Spell and use the prefix ‘un’ and understand how it changes the meaning of verbs and adjectives, e.g. unkind, untie, undo, unhappy, unload, unfair, unlock.
	Spell the days of the week (with a capital letter).
<b>Punctuation</b>	
Separation of words with spaces.	Introduction to exclamation marks to demarcate sentences.
Introduction to capital letters and full stops to demarcate sentences.	
<b>Sentence</b>	
How words can combine to make sentences.	Joining words and joining clauses using and.
<b>Planning Writing</b>	
Say aloud what they are going to write about.	<i>Produce own ideas for writing.</i>
Compose a sentence orally before writing it.	
<b>Text</b>	
Sequencing sentences to form short narratives.	Re-reading what they have written to check that it makes sense.
Discuss what they have written with the teacher and other pupils.	Read aloud writing clearly enough to be heard by both peers and teachers.
<i>Write captions, labels and other simple forms of writing (lists, stories, etc).</i>	<i>Can write simple texts such as lists, stories, reports and recounts.</i>