

Drafting

Class / group: _____ Term / dates: _____

Student names → Practice Statements below										
Transferring ideas from planning organisers or mnemonics into sentences										
Writing a non-fiction paragraph that has a topic sentence, detail sentences, and a concluding sentence										
Writing a fiction paragraph or a poem stanza that has a clear focus and uses descriptive or figurative language										

Planning

Class / group: _____ Term / dates: _____

Student names Practice Statements below										
Using organisers to organise and plan writing										
Making notes, reducing information into key words and phrases										
Setting and working towards specific writing goals based on reflection on their own writing content and processes										

**Revising and editing**

Class / group: _____ Term / dates: _____

Student names Practice Statements below →										
Rereading to check at the sentence, paragraph, and whole-text level										
Making simple revisions to their texts to improve the clarity for the intended audience and purpose (e.g. replacing words, adding sentences, using audience and peer feedback)										
Making edits to draft paragraphs using known punctuation										
Using a word card or simple dictionary to find the spellings of unknown words										
Giving feedback to and receiving feedback from peers										