

Drafting

Class / group: _____ Term / dates: _____

Student names → Practice Statements below										
Transferring organised information from planning into draft paragraphs for each category or idea										
Writing multi-paragraph non-fiction texts which include an introduction, sub-topics, and a conclusion										
Writing multi-paragraph fiction texts that include an orientation, a series of events that build tension, and a resolution that brings the story to a close										
Writing poems that may include multiple stanzas that separate ideas, images, or emotions into distinct sections										

Planning

Class / group: _____ Term / dates: _____

Student names Practice Statements below										
Using organisers suitable to the text structure to organise and plan writing										
Making notes, organising key information into categories										
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										
Reading and checking continuously while writing										
Making revisions to the content of draft texts to improve clarity and focus for the intended audience and purpose (e.g. seeking audience and peer feedback and deleting or improving words, phrases, or sentences)										
Noticing errors in grammar and meaning and making corrections as they write, with support from the teacher										
Making edits to draft multi-paragraph texts using known punctuation and layout conventions										
Using a simple or online dictionary to find the spellings of unknown words										
Seeking and responding to audience and peer feedback										