

Drafting

Class / group: _____ Term / dates: _____

Student names → Practice Statements below										
Transferring organised information from planning and ensuring there are links between paragraphs and cohesion across the text										
Writing multi-paragraph texts for a range of purposes, organising the information and ideas to best suit their intended purpose, using headings and subheadings appropriately										
Writing poems and organising each poem's ideas, images, or emotions in a way that best achieves the intended impact, which may include using multiple stanzas										

Planning

Class / group: _____ Term / dates: _____

Student names → Practice Statements below										
Choosing and using the most appropriate graphic organiser or mnemonic for the writing task										
Making notes by gathering key information from a range of print and digital sources and organising it 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										
Independently reading and checking continuously while writing, throughout the school day across all learning areas										
Making revisions at the word, sentence, and text structure levels, with the purpose and audience in mind										
Noticing errors in grammar and meaning and independently making corrections as they write										
Making edits to improve the clarity of a range of texts using known punctuation and layout conventions										
Using a physical or online dictionary to find or confirm the spellings of unknown words										
Selectively accepting or rejecting audience and peer feedback and justifying their decision										