

Year 4

Year 4 Toolkit									
Full Stops	Commas	Capital Letters	Finger Spaces	Full Sentences	Apostrophes (contraction and possession)	Subordination (subordinating conjunction)	Co-ordination (co-ordinating conjunction)	Noun phrases	Present and past tense
Adverbs	Adjectives	Prepositions	Present perfect	Inverted commas	Fronted adverbials	Cohesion			

Autumn Term 1	Autumn Term 2	Spring Term 1	Spring Term 2	Summer Term 1	Summer Term 2
Explanation Text	Letter (Persuasive)	Newspaper Report	Recounts	*New* Advert	Poetry (kenning and Haiku)
A question as a title A short opening that includes a question The stages of the process in chronological order Technical language for the topic Diagrams with illustrations and captions Expanded noun phrases Prepositions	Ideas grouped in sentences in time sequence Introduction and conclusion Past tense All letter layout features. Emotive language Commas in list	A headline Facts about the main events using the 5Ws (who, what, where, when, why) Third person Chronological order The reporter's name Pictures with captions Quotes written as direct speech	Introduction Past Tense First Person Sequencing Events Pronoun we Chronological order Using co-ordinating conjunctions 'and' and 'but' Time conjunctions	Catchy title or slogan Short introduction which directly addresses the reader Exaggerate the positive points Rhetorical questions Layout includes sub-headings and bullet points Entice reader with special offers and customer reviews Vary sentence structure and punctuation for effect	Adjectives Verbs Nouns Follows a clear form Adverbs Alliteration Simile Expanded Nouns Phrases Suffix – er and est Simile
Co-ordinating and subordinating conjunctions Fronted adverbials	Paragraphs to organise key ideas Rhetorical questions	Introductory paragraph which includes a brief summary of the 5Ws A conclusion Paragraph to explain what might happen next	Paragraphs Extra details to interest the reader. Conclusion Powerful verbs and adjectives to describe		*Consolidation of prior knowledge within a set structure*

		Subordinating conjunctions			
Poetry (free verse)	Narrative Story (character description)	*New* Balanced Argument	Narrative Story (setting description)	Narrative Story (prequel or sequel)	Diary
Adjectives Verbs Nouns Follows a clear form Adverbs Expanded Nouns Phrases Alliteration Suffix – er and est	Beginning, problem and resolution (problem solved) Written in appropriate tense Chronologically organised Paragraphs Sentence types: statements, command, question and exclamation Adjectives Expanded noun phrases Coordinating- and or but Subordination- when if that because Apostrophe for contraction Apostrophe for possession Powerful adjectives to describe appearance, actions, thoughts and feelings Use the 5 senses and powerful adjectives and verbs to describe Prepositional phrases for time and place	An introductory paragraph Reasons for and against the argument in separate paragraphs Most of the paragraphs written in the third person The final paragraph written in the first person and containing a personal opinion Subordinating conjunctions Formal vocabulary Fronted adverbials	Beginning, problem and resolution (problem solved) Written in appropriate tense Chronologically organised Paragraphs Sentence types: statements, command, question and exclamation Adjectives Expanded noun phrases Coordinating- and or but Subordination- when if that because Apostrophe for contraction Apostrophe for possession Powerful adjectives to describe appearance, actions, thoughts and feelings Use the 5 senses and powerful adjectives and verbs to describe Prepositional phrases for time and place	Beginning, problem and resolution (problem solved) Written in appropriate tense Chronologically organised Paragraphs Sentence types: statements, command, question and exclamation Adjectives Expanded noun phrases Coordinating- and or but Subordination- when if that because Apostrophe for contraction, possession and plural possession Powerful adjectives to describe appearance, actions, thoughts and feelings Use the 5 senses and powerful adjectives and verbs to describe Prepositional phrases for time and place	The date and/or time that the entry was written First person Past tense for main events Personal emotions and feelings An informal style of writing Time conjunctions Present tense

	Speech Marks – inverted commas to demarcate direct speech Varied reporting verbs		Speech Marks – inverted commas to demarcate direct speech Varied reporting verbs Apostrophes for plural possession	Speech Marks – inverted commas to demarcate direct speech Varied reporting verbs Fronted adverbials using correct punctuation to vary sentence structure	
Simile	Powerful verbs and adverbs to describe character's movements. Apostrophes for plural possession		Adjectives, adverbs and expanded noun phrases to describe the mood and atmosphere	Chronologically organise paragraphs to show a clear narrative Speech Marks – inverted commas to demarcate direct speech with other punctuation Cohesion	Paragraphs Chronological order Adverbials