Benchmarks/Success Criteria

Level 2	Level 3
Spells most words correctly.	Spells most words correctly including unfamiliar or specialist vocabulary.
Uses a range of punctuation, for example, capital letters, full stops, commas, inverted commas (speech marks), exclamation marks, question marks and/or apostrophes. Punctuation is mainly accurate.	Uses more complex punctuation, where appropriate, to convey meaning or in an attempt to enhance writing, for example, inverted commas, exclamation marks, question marks, colons, parentheses and/or ellipses. Punctuation is varied and mainly accurate.
 Writes most sentences in a grammatically accurate way. Uses sentences of different lengths and types and varies sentence openings. 	 Writes almost all sentences in a grammatically accurate way. Uses a variety of sentence structures, varying openings and lengths, for example, simple and complex sentences, lists and repetition.
 Links sentences using a range of conjunctions. Uses paragraphs to separate thoughts and ideas. 	Uses paragraphs to structure content. Uses linking phrases and topic sentences to signpost a basic structure, line of thought or argument.
	Writes in a fluent and legible way.
Writes in a fluent and legible way.	Reviews and edits writing to ensure clarity of meaning, technical accuracy and to improve content or language.
Reviews and corrects writing to ensure it makes sense, is technically accurate and meets its purpose.	Selects features of layout and presentation, including in digital texts, to clarify meaning and suit purpose and audience, for example, headings,
 Makes appropriate choices about layout and presentation, including in digital texts, to engage the reader, for example, headings, bullet points, fonts, graphics and/or captions. 	bullet points, text boxes and/or relevant graphics.
	Uses notes and/or other sources to generate ideas, inform thinking and support the creation of new texts.
Uses notes and/or other sources to develop thinking and create new texts.	Uses and acknowledges sources appropriately.
Acknowledges sources making clear where the information came from.	

• Organises information in a logical way.

- Selects relevant ideas and information.
- Uses appropriate vocabulary, including subject-specific vocabulary, to suit purpose and audience.
- Attempts to engage and/or influence the reader through vocabulary and/or use of language as appropriate to genre.
- Uses tone and vocabulary appropriate to purpose.
- Uses appropriate style and format to convey information applying key features of the chosen genre.
- Includes relevant ideas, knowledge and information.
- Identifies the main ideas of spoken texts, with supporting detail, and uses the information gathered for a specific purpose.
- Makes relevant notes using own words, for the most part, and uses these to create new texts for a range of purposes.

- Organises ideas and information in a logical order using linking words or phrases.
- Uses topic sentences to introduce the focus of paragraphs to signpost a basic structure.
- Selects relevant ideas and information including supporting detail or evidence.
- Uses varied and appropriate vocabulary to make meaning clear and/or to attempt to enhance writing.
- Engages and/or influences the reader through use of language, style and/or tone as appropriate to genre.
- Uses appropriate tone and vocabulary for purpose and audience.
- Uses a style and format appropriate to purpose and audience, applying features of the chosen genre.
- Includes relevant ideas/knowledge/information with supporting detail or evidence.
- Identifies and gives an accurate account of the purpose and main ideas of spoken texts, with appropriate justification.
- Uses own words to make and organise notes, selecting key information.
- Uses notes to create new texts that show understanding of the issue/subject.