

Target	Date	Date	Date
Capital letters to start all sentences and for proper nouns.			
Sentences accurately marked with a full stop.			
Exclamation marks			
Question marks			
Brackets and dashes			
Colons and semi-colons			
Hyphens			
Accurately punctuate direct speech.			
New paragraph for a change of time, place, topic or person speaking.			
Use headings, subheadings, and bullet points in non-fiction.			
Complex sentences with subordinating conjunctions: because, when, as, if, despite the fact, although			
Modal verbs: should, could, would.			
Passive voice - The portrait was painted by the artist.			
Fronted adverbials of time, place, or manner, followed by a comma.			
Expanded noun phrases			
Check verbs for correct and consistent tense all the way through.			
Use contracted forms in speech: couldn't, isn't, shouldn't, you're, they're.			
When writing fiction, describe settings and characters in detail, detailed description of atmosphere.			
Use informal language when a character is speaking: "Um, whatcha doin?" Use formal language for the rest of the writing: It was necessary that...			

