

## Formal and Informal Progression

KS1: Think about how our writing might sound to strangers and what we can do to make it clearer.



### YEAR 3 Building on KS1:

Practise writing for a generic unknown audience.

Focus on a specific unknown audience and make the writing sound official.

Show what people have said in different ways.

Talk about informal and formal sentences and where you might use them.

Choose words carefully to indicate formality.

### YEAR 4 Building on Y3:

Identify what makes writing formal and informal.

Carefully choose words to suit the recipient.

Use specific words to ensure clarity.

Use phrases in different ways to change their formality.

Use apostrophes to write in an informal style.

Use carefully chosen words to explain a point and fit the style.

### YEAR 5 Building on Y4:

Explore and practise different types of formal writing.

Rehearse formal presentations to consider tone.

Use words and phrases to clarify and be precise.

Carefully choose words to link points in a cohesive manner.

Choose formal words to help distance the writer from what is written.

Include advice and guidance with carefully chosen vocabulary.

Make official sounding requests.

### YEAR 6 Building on Y5:

Investigate how formal language is used to persuade and cajole readers.

Use elaborate vocabulary to fit the formality of the writing.

Practise writing in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> person to convey the desired level of formality.

Reference obligations and hypotheses to convey expertise.

Depersonalise and generalise to ensure formality.