



# Key Stage One

Writing Skills Booklet

Aa Bb Cc Dd

Ee Ff Gg Hh Ii

Jj Kk Ll Mm

Nn Oo Pp Qq

Rr Ss Tt Uu Vv

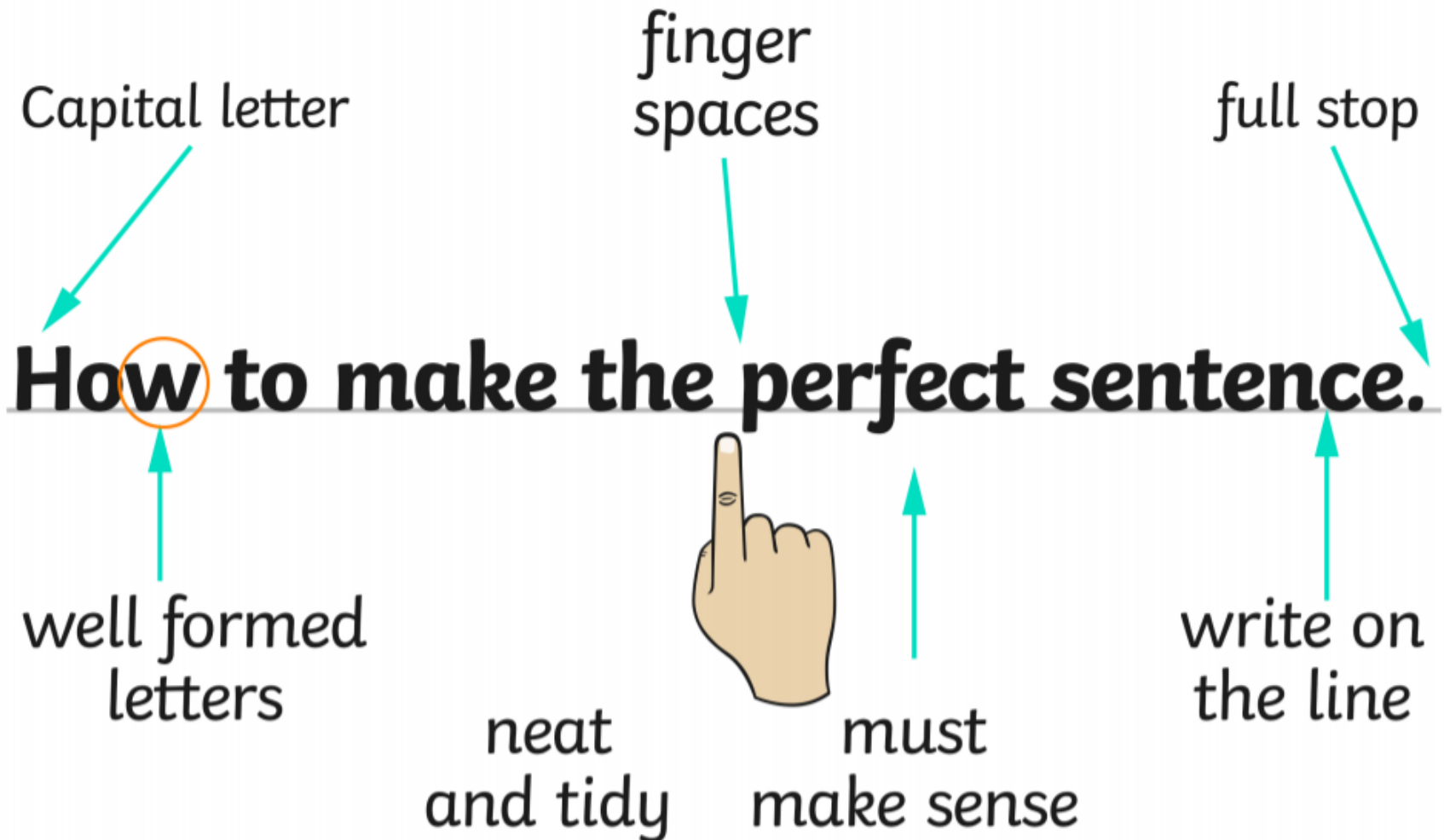
Ww Xx Yy Zz

Are your letters sitting on the line?

Letters on the line.

Letters on the line.

# To write a perfect sentence you need:



/æ/

ba**b**y      pla**y**  
na**m**e      ra**i**n  
gra**t**      e**i**ght

/ee/

me      be**e**n  
fun**n**y      lea**f**  
fi**e**ld      ke**y**

/ie/

kind      bi**k**e  
      tr**y**  
li**gh**t      pi**e**

/oe/

sn**o**w      coa**t**  
      so  
ho**m**e      to**e**

/ow/

co**w**  
      ou**t**  
dra**ou**ght

<sup>b</sup>/oo/<sub>k</sub>

loo**k**  
      pu**t**  
cou**ld**

/ue/

ne**w**      tu**b**e  
      cu**e**      uni**t**

/u/

cu**p**      wo**n**  
      tou**ch**      bloo**d**

<sup>m</sup>/oo/<sub>n</sub>

blu**e**      che**w**  
      Roo**f**  
Ju**n**e      do

/er/

ker**b**      tu**r**n  
      gi**r**l      wo**r**m  
le**ar**n

/air/

ch**air**      c**are**  
b**ear**      wh**ere**

/or/

c**ork**      w**arm**  
c**rawl**      ch**alk**  
w**all**      **August**

More spellings of

/or/

m**ore**      m**ourn**  
b**ought**      b**oard**  
c**ought**      p**oor**

/eer/

ch**eer**      h**ere**  
f**ear**

/o/

st**op**      w**as**

[NB: after the sound /w/ in many < q > < u > words, we often spell the sound /o/ with < a >. For example, q u a d]

**Initial Code**

2 syllables

back|chat      lunch|box  
dust|bin      wind|mill  
a|cting      ad|mit  
bash|ful      Brit|ish  
col|mic      cred|it  
chop|stick      obj|ect  
rul|bush      pul|nish

**EC Unit 1 - /ae/**

2 syllables

cave|man      day|break  
wait|ress      gate|crash  
gate|way      nail|brush  
hand|shake      alm|aze  
alf|raid      pain|ful  
Al|pril      brak|ing  
blame|less      grate|ful

**EC Unit 2 /ee/ + <ey>**

2 syllables

bean|bag      chim|ney  
cheese|cake      chee|sy  
seal|sick      col|py  
cree|py      kid|ney  
feed|bag      squeal|ky  
tea|pot      rel|peat  
bet|ween      del|frost

**EC Unit 4 /oe/**

2 syllables

back|bone      no|mad  
bolt|hole      bow|string  
fish|bowl      nose|band  
nose|bleed      boat|load  
road|block      snow|flake  
toe|cap      brok|en  
al|one      cross|bow

**EC Unit 6 /er/ + <our>**

2 syllables

pass|word      black|bird  
road|works      ea|lger  
dirt|y      sun|burn  
drum|mer      mir|ror  
perf|ect      twee|zers  
her|mit      splin|ter  
stret|cher      act|or  
thun|der      hol|nour

**EC Unit 7 /e/**

2 syllables

bed|head      head|lamp  
head|dress      ac|cept  
hedge|hog      ar|rest  
ad|dress      al|gain  
bread|crumb      cred|it  
cal|sette      eff|ort  
el|cho      text|book  
help|less

# Year 1 and 2 Common Exception Words

## Year 1

the	they	one
a	be	once
do	he	ask
to	me	friend
today	she	school
of	we	put
said	no	push
says	go	pull
are	so	full
were	by	house
was	my	our
is	here	
his	there	
has	where	
I	love	
you	come	
your	some	

## Year 2

door	gold	plant	clothes
floor	hold	path	busy
poor	told	bath	people
because	every	hour	water
find	great	move	again
kind	break	prove	half
mind	steak	improve	money
behind	pretty	sure	Mr
child	beautiful	sugar	Mrs
children	after	eye	parents
wild	fast	could	Christmas
climb	last	should	everybody
most	past	would	even
only	father	who	
both	class	whole	
old	grass	any	
cold	pass	many	

## Full Stop



Full stops are used to end a sentence.  
My name is Ahmed.

## Exclamation Marks



Exclamation marks are used to indicate strong feelings or a raised voice in speech:

"Go away!" she shouted at him.  
"What a fantastic house you have!" he exclaimed.  
"Good heavens!" he said, "Is that true?"  
"Help!"  
"Be quiet!"

Avoid using exclamation marks too much or they will lose their impact.

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# Year 1's Perfect Punctuatio n

## Question Marks



Why?

What time is it?

What is inside?

Who are you?

Which door?

Question marks are used when a direct question is asked.

## Capital Letters



Capital letters are used when **a new sentence** has started and when **a proper noun** is used.

The weather in England is quite mild and grey.

# Year 2's Perfect Punctuation

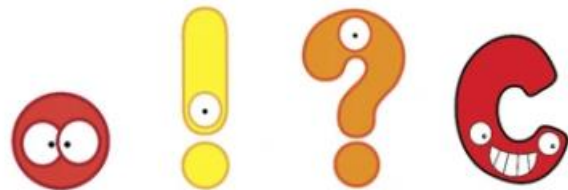
## Punctuation in Year 2



Commas to separate items in a list



Apostrophes to mark where letters are missing and to mark singular possession in nouns



Full stop, exclamation mark, question mark and capital letter to demarcate sentences

### Commas



A comma marks a slight break between different parts of a sentence.

In Year 2, we use a comma to separate items in a list.

E.g I went to the shop and bought some eggs, milk and cheese.

### Apostrophes



Apostrophes can be used to show possession. This helps determine who the item belongs to.

**E.g The boy's bag is in the classroom. The bird's tweet echoes amongst the forest.**

Apostrophes can also be used to mark where letters are missing. This is called contraction.

**E.g can't he'll I'm**



# verb

Verbs are doing or action words.  
(This includes 'to be' and 'to have').



run



jump



talk

# noun

Nouns are used to name people, animals, things, places, or ideas.



butterfly



dice



pirate



ball



girl

# Word class

# adverb

Adverbs modify verbs, adjectives, or other adverbs.



she shouted  
loudly



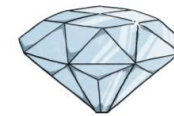
he ate  
slowly

# adjective

Adjectives describe nouns or pronouns.



delicious  
cake



sparkly  
diamond



beautiful  
flower

# Conjunctions

Conjunctions link two words or phrases together.

## Coordinating conjunctions

These link two words or phrases together as an equal pair.

### Year 1

and



### plus:

for  
nor  
but  
or  
yet  
so



## Subordinating conjunctions

These introduce a subordinate clause.

### Year 2

when  
if  
that  
because



when  
if  
because  
although

### plus:

after  
as  
before  
once  
provided  
since  
though  
till  
unless  
until  
whenever  
wherever  
whether  
while

# Noun phrases and expanded noun phrases

## Noun phrases:

A noun phrase is made up of a determiner and a noun. See the examples below:

determiner

noun

the

cat

two

shoes

my

friends

your

pen

## Expanded noun phrases:

An expanded phrase is made up of a determiner, adjective (or more than one adjective) and a noun.

determiner

adjective

adjective

noun

the

scary

cat

two

brown

shoes

my

kind

friends

your

purple, sparkly

pen

# Grammar

**Noun phrases** – A noun phrase consists of a determiner and a noun. **The dog, a coat.**

**Expanded noun phrases** – An expanded noun phrase consists of a determiner, one (or more) adjectives and a noun. **the scary dog a warm, fluffy coat**

**Past tense** - The past tense describes something that has now finished happening. Often, the verb will have an –ed suffix on the end but not always.

**Present tense** – The present tense shows something that is still currently happening now. Often, it has an –ing suffix on the end but not always.

**Past progressive tense** - Has was/were in front of a present tense verb.  
**I was painting the fence.**

## **Statements, Questions, Commands, Exclamations:**

- **Statements** tell you something. It is an average sentence and we use them in everyday conversations.
- **Questions** ask you something and end with a question mark.
- **Exclamations** show strong emotions such as anger, excitement or surprise. They end with an exclamation mark.
- **Commands** tell you to do something and start with a verb.

## **Common mistakes:**



I done it  
its mine



I did it/I have done it  
it's mine

# Sentence openers

To make your writing sound more exciting, you can use a range of sentence openers. These can tell the reader when, where or how something is happening.

**e.g In the distance, I could see a beautiful, colourful rainbow.  
Carefully, I crept up to see if I could find the pot of gold.**

In the distance,  
Over the hill,  
Under the stairs,  
Through the  
cave,  
Above the  
clouds,  
On a morning,  
Against his  
friend's advice,  
Horrorified,  
Shocked,

Because \_\_\_\_\_,  
If \_\_\_\_\_,  
When \_\_\_\_\_,  
Although \_\_\_\_\_,  
At \_\_\_\_\_,  
Before \_\_\_\_\_,  
While \_\_\_\_\_,  
Since \_\_\_\_\_,  
Storming away,  
Delighted,

Amazingly,  
Carefully,  
Quickly,  
Suddenly,  
Stupidly,  
Slowly,  
Importantly,  
Majestically,  
Sprinting  
through the  
dark,

Every day,  
Occasionally,  
Sometimes,  
All of a sudden,  
Later,  
Never in my life,  
Down by the  
cliff,  
Behind the shed,  
Laughing  
hysterically,

Barely alive,  
Overwhelmed,  
Exhausted,  
Out of breath,  
Yesterday,  
After a while,  
On Tuesday,  
Without  
warning,  
Amazed,  
Delighted,

# Super Suffixes

Suffixes

## Rule:

When a word ends with a **short vowel sound** and a **single consonant**, **double the consonant**.

clap = **clapped**

win = **winning**

flat = **flattened**

Can you think of any more?

Suffixes

## Rule:

When a word ends in 'e', **keep the 'e'** if **the suffix begins with a consonant**.

taste = taste**less**

love = love**ly**

hope = hope**ful**

Can you think of any more?

-est

-

ed

-er

-ing

-

ment

-ful

-ly

-less

Suffixes

## Rule:

When a word ends in 'e', drop the 'e' if **the suffix begins with a vowel**.

drive = driv**e****r**

hope = hop**e****ing**

live = liv**e****ing**

Can you think of any more?

Suffixes

## Rule:

When a word ends with 'y', **change it to 'i'**, **except if the suffix is 'ing'**.

messy = mess**ily**

carry = carr**ying**

beauty = beaut**iful**

try = tr**ying**

happy = happ**ily**

copy = copy**ing**

Can you think of any more?