

**Transcription - Handwriting**

Sit correctly at a table, holding a pencil comfortably and correctly.

Begin to form lower-case letters in the correct direction, starting and finishing in the right place. [c' shapes start at top and are made anti-clockwise, no letter starts at the bottom.] (KPI)

Form capital letters.

Form digits 0-9.

Understand which letters belong to which handwriting 'families' (i.e. letters that are formed in similar ways) and to practise these.

**Composition**

Write sentences by saying out loud what they are going to write about.

Write sentences by composing a sentence orally before writing it.

Write sentences by sequencing sentences to form short narratives. (KPI)

Write sentences by re-reading what they have written to check that it makes sense. (KPI)

Discuss what they have written with the teacher or other pupils.

Read their writing aloud clearly enough to be heard by their peers and the teacher.