



TRANSACTIONAL WRITING AND POETIC WRITING: MATRIX OF SURFACE FEATURES

	LEVEL Ii	LEVEL Iii	LEVEL Iiii	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Spelling	Attempts to identify some letter sounds, generally initial letter sounds. Approximates common spellings.	Identifies most initial letter sounds. Identifies dominant sounds in words and records some of these accurately. Spells some high-frequency words correctly (<i>Spell-Write</i> lists 1–2).	Records dominant sounds in order. Begins to use some common spelling patterns. Spells most high-frequency words correctly (<i>Spell-Write</i> lists 1–2).	Shows knowledge of consonant sounds, blends, and vowel sounds. Shows some knowledge of common spelling patterns and can transfer these between words. Spells most high-frequency words correctly (<i>Spell-Write</i> lists 1–4).	Demonstrates good understanding of all basic sounds and patterns in written English. Spells most high-frequency words correctly (<i>Spell-Write</i> lists 1–6).	Demonstrates good understanding of all basic sounds and patterns in written English, with few intrusive errors. Spells most high-frequency words correctly (<i>Spell-Write</i> lists 1–7).	Uses the writing conventions of grammar (e.g., correctly formed sentences, consistent use of tense, subject-verb agreement, consistent use of pronouns, and correct use of prepositions); spelling; and punctuation with few intrusive errors.
Punctuation	Experiments with capital letters and full stops.	With support, understands and uses capital letters and full stops.	With support, understands and uses capital letters and full stops.	Uses capital letters, full stops, commas, question marks, and speech marks with some consistency.	Punctuates with increasing independence, e.g., uses capital letters, full stops, question marks, speech marks, and apostrophes.	Uses appropriate punctuation independently, e.g., brackets, dashes, colons, and the ellipsis*.	
Grammar	Writes simple sentences that make sense.	Writes sentences that make sense.	Writes simple sentences correctly.	Uses most grammatical conventions with support, e.g., correctly formed sentences, consistent use of tense, subject-verb agreement, consistent use of pronouns, and correct use of prepositions. Attempts at more complex sentences may include errors.	Uses most grammatical conventions correctly, e.g., correctly formed sentences, consistent use of tense, subject-verb agreement, consistent use of pronouns, and correct use of prepositions. Writing may include some errors.	Uses most grammatical conventions accurately, e.g., correctly formed sentences, consistent use of tense, subject-verb agreement, consistent use of pronouns, and correct use of prepositions.	
Layout	Leaves space between some words. Demonstrates some consistency in directionality.	Leaves some space between words. Displays a strong sense of directionality.					