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When I do draft work in my draft book I will:

# Plan

- I will write notes on what is going to be in my piece of writing and think about my starting ideas.
- can choose my own planning style.

# First draft

- I will write using pencil, as independently as possible, working from ideas set out in the plan.
- My handwriting needs to be readable but doesn't have to be my best handwriting.

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- I must not rub anything out.
- | must just cross things out.
- I do not have to use a dictionary for my spellings.

# Re-draft

- I need to go through my work adding details or changing details to alter and improve the draft.
- I need to underline any words I think I have spelt wrong and find them in the dictionary.
- I will write these over the top of the word or in the margin.
- | must use a pencil crayon to show the improvements and corrections that | have made.

# Proof-read

- I need to check my work before showing it to my writing partner to check that it makes sense, for spelling mistakes and for missing or incorrect punctuation.
- can then sit with a teacher on a one-to-one basis who can suggest further corrections or improvements.

## Present

- I will produce a final draft copied from my re-drafted work using a handwriting pen (if/when appropriate) using my best handwriting.

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When I do draft work in my draft book I will:

# Plan

- I will write notes on what is going to be in my piece of writing and think about my starting ideas.

# First draft

- I will write using pencil, as independently as possible, working from ideas set out in the plan.
- | will write on every other line so that | have space for corrections.
- My handwriting needs to be readable but doesn't have to be my best handwriting.

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- must not rub anything out.
- must just cross things out.
- I do not have to use a dictionary for my spellings.

## Ke-draft

- I need to go through my work adding details or changing details to alter and improve the draft.
- I need to underline some of the words I think I have spelt wrong and find them in the dictionary, with the help of other people if needed.
- | will write these over the top of the word or in the margin.
- can use a pencil crayon to show the improvements and corrections that | have made.

# Proof-read

- I need to check my work before showing it to my writing partner to check that it makes sense, for spelling mistakes and for missing or incorrect punctuation.
- can then sit with a teacher on a one-to-one basis who can suggest further corrections or improvements.

### Present

- I will produce a final draft copied from my re-drafted work using a handwriting pen (if/when appropriate) using my best handwriting.

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