



### Skimming

Read the text quickly to get the gist of what the text is saying.

### Scanning

You are looking for something in particular.

### Analysing

Zoom in on particular word choices or stylistic choices and consider why the writer chose these.

### Summarising

Find the key points and write them in your own words, making sure you've covered all the essential information.

### Decoding—2R4c

Re-read the sentence

Read on past the difficult word

Consider the context

Chunk the word into meaningful parts

Compare the words with others you know

Check a dictionary or thesaurus



### Planning and Research

Before you begin writing anything of any real length, you need to ensure you have carried out the necessary research and planned how you are going to structure your work. Check p.16-18 of the Writing Toolkit.

### Using the Correct Format

Ensure you are following the correct format before you begin to write. For help, check p.20-27 of the Writing Toolkit.

### Editing and Improving

Once you've written a draft, read p.28-29 of the Writing Toolkit and make additions and corrections in green pen. The best writers have to make corrections to their drafts.

### Re-drafting

Using your corrections and notes for improvement, now create your final version. Well done!



### Individual Presentations

When presenting a speech or talk, remember to plan carefully beforehand. Use the Five Point Hand Rule.

(1) Introduction—introduce yourself and your topic.

(2) – (4) Your first main point, backed up with reasons and examples, followed by your second and third main points.

(5) Your conclusion—bringing all of your ideas together.

Remember that your speech must be formal\*.



### Group Discussion

When taking part in group discussion, remember to:

- share your opinions in detail
- give reasons for your views
- ask questions to clarify and move the discussion forward.

# LITERACY

## MARKING CODE

Your teacher will use the following code to mark your work. Identify the error and correct it using the correct page from the Writing Toolkit.

Code	Error	Page Number
C	Capital letter	7
PAR	Paragraphing	14-15
P	Punctuation	6
SS	Sentence structure	10-11
H	Homophone	3-4
A	Apostrophe	8-9
SP	Spelling	Write your correction three times under your teacher's correct spelling at the bottom of your work.
W	Wrong word	Check you have used the correct word or term.
T	Tense	Change the tense to make sure it's consistent.

### Group Discussion Word Bank

- So, as a group, we seem to believe...
- So you're saying that...
- I see it differently because ...
- I agree with that but we must also consider...
- Is it your position that ...?
- You mentioned .... but what we haven't discussed is ...

### Formal Tone

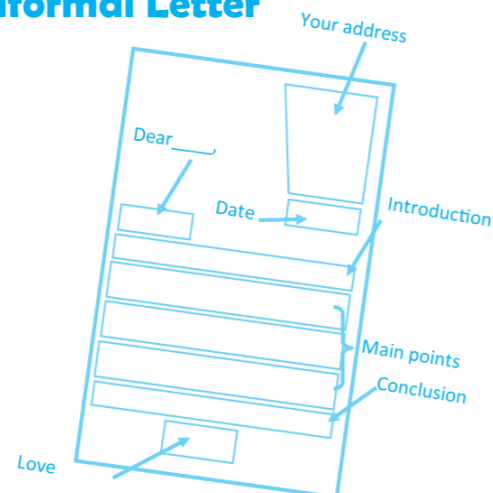
To speak in a formal tone, remember the following rules:

- use Standard English
- avoid slang
- speak in full sentences
- avoid contractions - do not, not don't.

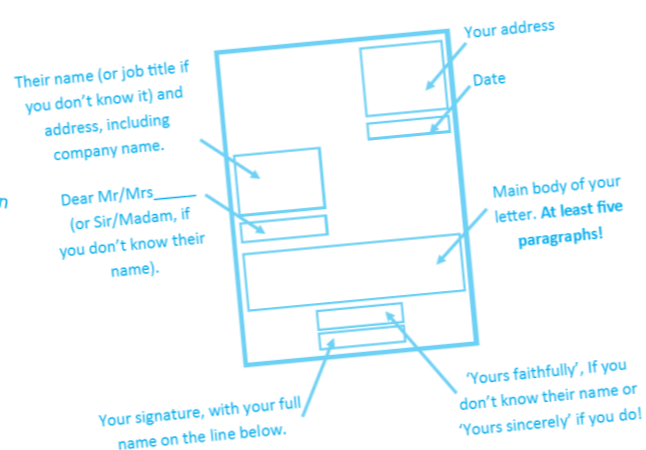
### Analysing Word Bank

- Shows
- Suggests
- Connotes
- Implies
- Enhances the idea
- Creates the impression
- Emphasises

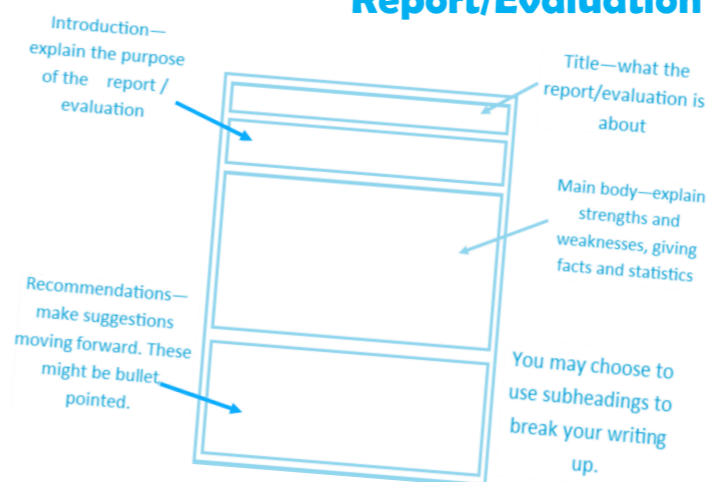
### Informal Letter



### Formal Letter

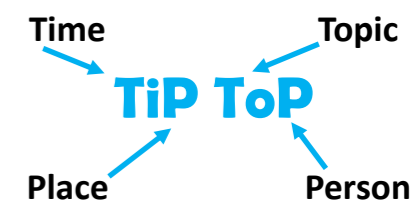


### Report/Evaluation



### Paragraphing

Remember to use TIP ToP when deciding where you need new paragraphs.



For more help with paragraphing, check p.14-15 of the Writing Toolkit.