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| **Writing Tasks Summary** |  **Level** |
|  | Draw-a-man activity* + 1. Ask the pupil to draw themselves or someone from their family.
		2. Ask the pupil to complete a simple sentence about themselves. (verbally) *“ My name is….”*

Use the sheet provided or a blank piece of paper for this activity. Make a note of the pupil’s pencil grip.Ask the pupil to write their name, if not can they: * overwrite
* write their name under a model
 | PKSS1 |
|  | 1. Using the picture they have drawn) ask the pupil - Ask the pupil to finish off the sentence verbally using more than one word, “My person has/is ……”
2. Ask the pupil to say another sentence about their person? Can they write one of their sentences about their person; if not can they label their picture, e.g. head, arm, hand, body…. You can scribe if necessary.
 | PKSS2 |
| PKSS3(write simple sentence without prompting) |
|  | **Free writing**Ask the pupil to write about themselves using assessment tool 8. Allow 2-3 minutes for the pupil to plan using the planning tool.Use this sample to gain an indication for where they are using statements on the record score sheet. For example, can they write a short sentence, can they use punctuation, can they use descriptive language etc.If they are unable to do this – ask them to do it orally for you to scribe so you can get an indication of their compositional skills and whether they can compose a sequence of sentences.  |  |
|  | **Letter Writing Activity** Only ask the pupil to complete this task using the copying template document if you need to. |  |
|  | **Write letters from sound prompt** You will need a piece of paper for this activity. Adult to say a letter sound and pupil to write the corresponding grapheme. Say these in the same order as the letter cards.  |  |
|  | **Common Exception Words** You will need a piece of paper for this activity. Use the common exception word card and ask the pupil to spell the words. When they have made 5 mistakes stop the assessment. Mark the results under W on the common exception score sheet above. |  |
|  | **Dictation** You will need a piece of paper for this activity. Read the following sentences to the pupil and ask them to write them down thinking about spelling and punctuation. You can repeat the sentence once- if the pupil forgets the sentence even when repeated make a note of this. Ask them to write down what they can remember. |  |

# Writing Assessment Summary