



Non-Fiction Progression Plan

It is our intent that writing across the curriculum will inspire, engage and challenge all pupils, enabling them to develop the skills to effectively communicate their thoughts, ideas and emotions to others. We aim to build the pupils' stamina for writing, vocabulary knowledge and understanding of grammar, by creating a positive approach to an increasingly wide range of text types (including areas of fiction, non-fiction and poetry).

We recognise the importance of fostering a culture where pupils take pride in their writing; write clearly and accurately; and modify their structure and language choices to suit a variety of audiences, purposes and contexts.

To support pupils in moving towards independent writing at the age-related standard, we provide a wide range of writing stimuli, including the use of film and imagery; modelled, shared and guided writing; peer conferencing; and group discussion. These rich and varied set of learning opportunities support pupils in becoming confident and enthusiastic learners across all areas of the curriculum. At St Michael's Primary School, we want writing to equip our pupils with the pecessary tools to communicate effectively and to provide them with the skills to become lifelong creative writers.

with the	necessary tools to communicate ef	fectively and to provide them with the	e skills to become lifelong creative writers.		
	Reception	Year 1	Year 2	Year 3/4	Year 5/6
Composition	Planning	Planning Jot down key words and new vocabulary Say aloud what they are going to write about Drafting Compose a sentence orally before they write it Evaluating and Editing Re-reading what they have written to check that it makes sense Discuss what they have written with the teacher and other pupils Read aloud their writing clearly enough to be heard by their peers and the teacher.	Plan or say aloud what they are going to write Write down ideas/key words including new vocabulary Drafting Encapsulate what they want to say sentence by sentence Write narratives about personal experiences and those of others Evaluating and Editing Evaluate their writing with the teacher and other pupils Re-read to check that their writing makes sentence and that verbs to indicate time are used correctly and consistently Proof-read to check for errors in spelling, grammar and punctuation Read aloud what they have written so that the meaning is clear	Planning Discuss writing that is similar to the writing they are planning in order to understand and learn from the structure, vocabulary and grammar Drafting Compose and rehearse sentences orally (including dialogue) progressively building a varied and rich vocabulary and range of sentence structures Organise paragraphs around a them Create settings, characters and plots Evaluating and Editing Assess the effectiveness of their own and other's writing suggesting improvements Propose changes to grammar and vocabulary to improve consistency, including the accurate use of pronouns Proof-read for spelling and punctuation errors Read aloud their own writing, to a group or the whole class, using appropriate intonation and controlling the tone and volume so that the meaning is clear	Planning Identify the audience and purpose of the writing and select the appropriate form Note and develop initial ideas, drawing on reading and research, where necessary Drafting Select the appropriate grammar and vocabulary, understanding how choices can change and enhance meaning Precis longer passages Use a range of devise to build cohesion within and between paragraphs Consider how authors have developed characters and settings in what pupils have read, listened to or seen performed Evaluating and Editing Assess the effectiveness of their own and others' writing Propose changes to vocabulary, grammar and punctuation to enhance effects and clarify meaning Ensure that consistent and correct use of tense throughout a piece of writing Ensure correct subject and very agreement when using singular and plural Proof-read for spelling and punctuation errors Perform their own compositions, using appropriate intonation, volume and movement so that the meaning is clear





	sit correctly at a table, holding a	sit correctly at a table, holding a pencil	Correctly form all lower-case letter correctly	Horizontal and diagonal strokes needed to join letters	Writing legibly, fluently and with increased speed
iting	pencil comfortably and correctly	comfortably and correctly			
Handwriting	begin to form lower-case letters in the correct direction, starting and finishing in the right place	begin to form lower-case letters in the correct direction, starting and finishing in the right place	Formation of capitals and digits 0-9 using the correct size and orientation Use consistent spacing between words	Increase consistency, legibility and quality of handwriting	Choosing writing style for the task
			Ose consistent spacing between words		
		form capital letters	Begin to use diagonal and horizontal strokes to join 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.			





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	Instructions – Writing to Inform		Purpose		Types	
	edures, whose aim is to ensure that something is d		To tell how to do or make something		DIY Manual	
	vriting allows for the development of: creativity, en		To give information on how to complete a ta		Sewing or Knitting Patte	ern
evaluation, info	ormation processing, reasoning and problem solving	g.	To describe a process in chronological orde	r	Recipe	
					Science Experiment	
					Instructions and Packag	ing
Year Group	Text Organisation		Sentence Features	Grammatical Fe	eatures	Punctuation
Reception	Oral retelling of how to make and do	Use of sin	nple sentence structures.	Nouns and verbs correct		Capital letter and full stop
	something					
	Simple sentence containing imperative verb at					
	the start spoken and then written					
Year 1	Title or Goal	Use of sin	nple sentence structures.	Noun		Spaces to separate words
	List of Equipment/Materials	Imperativ	e verbs to start sentences	Imperative verbs		Full stops
	Numbered Steps	Lists		Present tense verbs		Capital letters
			Adjectives			Exclamation marks
			Time conjunctions to show		nological order	Capital Letter for start of sentence, names,
						personal pronoun – I
Year 2	Goal – outline statement about what will be	Imperativ	e verbs used for clarity	Noun and noun phrase		Full stops
	achieved	Simple ad	verbs to express how to do an action	Progressive verb form		Capital letters
	Sequenced steps to achieve the goal	Noun phr	ases to describe	Subordinating and Coordinating conjunctions		Exclamation marks
	Diagrams and illustrations to support the			Consistent use of tense through	out the piece	Capital Letter for start of sentence, names,
	process			Adverbs to show when and how	1	personal pronoun – I Apostrophe for
				Adding 'er' and 'est' to show cor	nparisons in adjectives	contraction
				Third person		Possessive apostrophe for singular nouns
						Commas in a list
Year 3/4	Goal – outline statement about what will be	Variation	in sentence structures:	Adverbs of time		Apostrophes to mark singular and plural
	achieved	Preposition	onal phrases	Adverbs of place		possession Commas in a list
	Ingredients and equipment lists are outlined	Expanded	l noun phrases	Adverbs of manner		Commas after fronted adverbials
	clearly	Subordina	ate Clauses	Adverbs to show how often		Inverted commas if using quotations
	Tips and suggestions and precautionary advice			Nouns and pronouns used for cla	arity and cohesion	Brackets
	embedded in the text			A wider range of conjunctions		
				Correct use of simple present, pr	resent progressive	
				and present perfect Fronted adv	verbials	
				Implied second person		
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Year 5/6	Instructions for more complex processes	Variation in sentence structures and wider range of	More complex examples of:	Brackets
		examples of:	Adverbs of time	Dashes
		Prepositional phrases	Adverbs of place	Colons
		Expanded noun phrases	Adverbs of manner	Semi-colons
		Subordinate Clauses	Adverbs to show how often	
		Relative Clauses	Nouns and pronouns used for clarity and cohesion	
			Correct use of simple present, present progressive	
		Variation in sentence length	and present perfect Fronted adverbials	
			Implied second person	
		Has afternative and public	Use of modal verbs	
		Use of passive and active	Text changes according to the text type	





	Recount – Writing to Inform and Entertain		Purpose			Types
This form of writing can be used to inform and entertain but can also be used to persuade. Recounts can be written about the writer or about someone else. This writing allows for the development of: creativity, empathy, enquiry, evaluation, information processing, managing feelings, motivation and self-awareness.		out ty,	To retell events in time order. To give an account of an event or experience To write in chronological order		Letter Biography/Autobiography Write up of a trip Newspaper report Diary/Journal	
Year Group	Text Organisation		Sentence Features	Grammatical F	eatures	Punctuation
Reception	Oral retelling of events using time words and past tense Simple sentence recounting the event spoken and then written	Use of sir	nple sentence structures.	Nouns and verbs correct		Capital letter and full stop
Year 1	Title Introductory sentence to show – who, what, when, where and why Series of sequences demarcating the passing of time Simple ending	Use of simple sentence structures. Use of time conjunctions at the start		Noun Past tense verbs Adjectives Time conjunctions to show chronological order Coordinating conjunctions to join sentences together		Spaces to separate words Full stops Capital letters Exclamation marks Capital Letter for start of sentence, names, personal pronoun – I
Year 2	Title Clear introduction and conclusion Ideas organised into chronological paragraphs demonstrating the passing of time	Subject verb agreement within sentences and throughout Simple adverbs to express how to do an action Noun phrases to describe		Noun and noun phrase Simple and Progressive past tense verb form Subordinating and Coordinating conjunctions Consistent use of tense throughout the piece Adverbs to show when and how Causal conjunctions to explain Adding 'er' and 'est' to show comparisons in adjectives First and Third person		Full stops Capital letters Exclamation marks Capital Letter for start of sentence, names, personal pronoun – I Apostrophe for contraction Possessive apostrophe for singular nouns Commas in a list
Year 3/4	Title Introduction to give a clear understanding of what they text will be about Concluding paragraph to summarise the overall impact Links between sentences and paragraphs to navigate the reader Paragraphs organised around key events Elaboration within paragraphs to develop: description, action and feelings	Preposition Expanded	in sentence structures: onal phrases d noun phrases ate Clauses	Adverbs of time Adverbs of place Adverbs of manner Adverbs to show how often Nouns and pronouns used for cl A wider range of conjunctions Correct use of simple past, past perfect Fronted adverbials First and third person	•	Apostrophes to mark singular and plural possession Commas in a list Commas after fronted adverbials Inverted commas if using quotations and to demonstrate excitement Brackets





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Year 5/6	Fully developed introduction and conclusion to	Variation in sentence structures and wider range of	More complex examples of:	Brackets
	include personal responses	examples of:	Adverbs of time	Dashes
	Paragraphed events, which are detailed and	Prepositional phrases	Adverbs of place	Colons
	engaging	Expanded noun phrases	Adverbs of manner	Semi-colons
	Clear chronology throughout the piece by	Subordinate Clauses	Adverbs to show how often	
	directing the reader to time and place	Relative Clauses	Modifiers used to intensify or qualify	
	Information is prioritised to the reader		Nouns and pronouns used for clarity and cohesion	
	·	Variation in sentence length to support cohesion	Correct use of simple past, past progressive and past	
		variation in sentence length to support conesion	perfect	
			Fronted adverbials	
		Use of passive and active	Implied second person	
			Use of modal verbs	
			Tense changes according to the purpose	
			Reported speech as well as direct speech	





Non-chronological Report – Writing to Inform	Purpose	Types
This form of writing provides detailed information to the reader and is	To describe what things are like (were like)	Topic based school project
structured under clear categories. This writing allows for the development	To inform the reader of a specific subject content	Letter
of: creativity, enquiry, evaluation, information processing, reasoning and		Science encyclopaedia
problem solving.		Information Leaflet and Magazine Article

problem solvin	g.		Information Leaflet and Magazine Article			
Year Group	Text Organisation	Sentence Features	Grammatical Features	Punctuation		
Reception	Oral description of an object/person/place or thing Simple sentence containing an adjective	Use of simple sentence structures. Caption Writing – Creating Facts	Nouns and verbs correct	Capital letter and full stop		
Year 1	Introduction Ideas grouped into similarities Use of causal conjunctions Simple sentence with a capital letter and full stop.	Use of simple sentence structures. Use of time conjunctions at the start	Noun Past tense verbs Adjectives Time conjunctions to show chronological order Coordinating conjunctions to join sentences together	Spaces to separate words Full stops Capital letters Exclamation marks Capital Letter for start of sentence, names, personal pronoun – I		
Year 2	Clear introduction to classify the subject of the report Grouping Information into specific paragraphs: Classification Description Habitats etc.	Subject verb agreement within sentences and throughout Simple adverbs to express how to do an action Noun phrases to describe	Noun and noun phrase Simple and Progressive present and past tense verb form Subordinating and Coordinating conjunctions Consistent use of tense throughout the piece Adverbs to show when and how Causal conjunctions to explain Adding 'er' and 'est' to show comparisons in adjectives First and Third person Generalising words – many, most, some Use of technical vocabulary	Full stops Capital letters Exclamation marks Capital Letter for start of sentence, names, personal pronoun – I Apostrophe for contraction Possessive apostrophe for singular nouns Commas in a list		
Year 3/4	Clear introduction and conclusion Paragraphs organised correctly into key ideas Subheadings used to organise information	Variation in sentence structures: Prepositional phrases Expanded noun phrases Subordinate Clauses Sentences contain more than one clause using coordination and subordination	Adverbs of time Adverbs of place Adverbs of manner Adverbs to show how often Nouns and pronouns used for clarity and cohesion A wider range of conjunctions Correct use of simple past, past progressive and past perfect Fronted adverbials First and third person	Apostrophes to mark singular and plural possession Commas in a list Commas after fronted adverbials Inverted commas if using quotations and to demonstrate excitement Brackets		





Year 5/6	Introduction and conclusion provide detail and	Variation in sentence structures and wider range of	More complex examples of:	Brackets
, .	give cohesion to the piece	examples of:	Adverbs of time	Dashes
	Subheadings and bullets points enhance the	Prepositional phrases	Adverbs of place	Colons
	organisation	Expanded noun phrases	Adverbs of manner	Semi-colons
	Introductory sentence for each paragraph to	Subordinate Clauses	Adverbs to show how often	
	explicitly give the main idea	Relative Clauses	Modifiers used to intensify or qualify	
			Nouns and pronouns used for clarity and cohesion	
		Mariatian in contantal launth to a manufacturian	Correct use of simple past, past progressive and past	
		Variation in sentence length to support cohesion	perfect	
			Fronted adverbials	
		Use of passive and active	Implied second person	
			Use of modal verbs	
		Comparative sentences	Tense changes according to the purpose	
		p	Reported speech as well as direct speech	





Explanation – Writing to Inform	Purpose	Types
This form of writing provides detailed information to the reader and is	To explain why or how something happens	Encyclopaedia entry
structured under clear categories. This writing allows for the development	To explain cause and effect	technical manual science
of: enquiry, evaluation, information processing, reasoning and problem	To describe a scientific process sometimes in chronological order	investigation question and
solving.		answer section

solving.			answer section			
Year Group	Text Organisation	Sentence Features	Grammatical Features	Punctuation		
Year 2	Clear introduction explaining the process to be explained Fully developed process steps using time and causal conjunctions to link ideas Conclusion	Subject verb agreement within sentences and throughout Simple adverbs to express how to do an action Noun phrases to describe process Subordinating and Coordinating sentences used to add information and detail	Noun and noun phrase Simple and Progressive present tense verb form Subordinating and Coordinating conjunctions Consistent use of tense throughout the piece Adverbs to show when and how Causal conjunctions to explain Adding 'er' and 'est' to show comparisons in adjectives First and Third person Technical vocabulary	Full stops Capital letters Exclamation marks Capital Letter for start of sentence, names, personal pronoun – I Apostrophe for contraction Possessive apostrophe for singular nouns Commas in a list		
Year 3/4	Clear introduction and conclusion Paragraphs organised around a topic or process Description of parts Explanation of how or why something happens Further detail of the process Use of subheading to navigate the reader	Variation in sentence structures: Prepositional phrases Expanded noun phrases Subordinate Clauses	Adverbs of time Adverbs of place Adverbs of manner Adverbs to show how often Nouns and pronouns used for clarity and cohesion A wider range of conjunctions Correct use of simple present, present progressive and present perfect Fronted adverbials First and third person Standard English	Apostrophes to mark singular and plural possession Commas in a list Commas after fronted adverbials Inverted commas if using quotations and to demonstrate excitement Brackets		
Year 5/6	Introduction and conclusion provide detail and give cohesion to the piece Subheadings and bullets points enhance the organisation Description of the phenomenon is technical and accurate	Variation in sentence structures and wider range of examples of: Prepositional phrases Expanded noun phrases Subordinate Clauses Relative Clauses Variation in sentence length to support cohesion Use of passive and active Sentences are generalised to categories the	More complex examples of: Adverbs of time Adverbs of place Adverbs of manner Adverbs to show how often Modifiers used to intensify or qualify Nouns and pronouns used for clarity and cohesion Verb forms are controlled and precise Fronted adverbials Implied second person Use of modal verbs Tense changes according to the purpose Reported speech as well as direct speech	Brackets Dashes Colons Semi-colons		
		information	neported speech as well as direct speech			





Persuasive – Writing to Persuade and Entertain			Purpose			Types
This form of writing provides the writer with the opportunity to encoura the reader/listener towards seeing thing the same way as them This wri allows for the development of: creativity, empathy, enquiry, evaluation, information processing, managing feelings, motivation and problem solv		nis writing ation,	To make a case for a particular point of view To motivate, move or convince someone to		Advertisements Travel Brochure Political Pamphlet Complaint Letter Magazine Article	
Year Group	Text Organisation		Sentence Features	Grammatical F	eatures	Punctuation
Year 2	Posters and Letters using key language features	throughou Simple ad Noun phra Subordina	orb agreement within sentences and but with the verbs to express how to do an action asses to describe process thing and Coordinating sentences used to mation and detail	Noun and noun phrase Simple and Progressive present Subordinating and Coordinating Consistent use of tense through Adverbs to show when and how Causal conjunctions to explain Adding 'er' and 'est' to show con First and Third person Technical vocabulary	conjunctions rout the piece	Full stops Capital letters Exclamation marks Capital Letter for start of sentence, names, personal pronoun – I Apostrophe for contraction Possessive apostrophe for singular nouns Commas in a list
Year 3/4	Clear introduction and conclusion Paragraphs organised around key ideas/subject and issue Use of subheading to navigate the reader Topic sentences to navigate the paragraph	Variation in sentence structures: Prepositional phrases Expanded noun phrases Subordinate Clauses Rhetorical questions Turning opinion into fact Emotive language		Adverbs of time Adverbs of place Adverbs of manner Adverbs to show how often Nouns and pronouns used for clarity and cohesion A wider range of conjunctions Correct use of simple present, present progressive and present perfect Fronted adverbials First and third person Standard English		Apostrophes to mark singular and plural possession Commas in a list Commas after fronted adverbials Inverted commas if using quotations and to demonstrate excitement Brackets
Year 5/6	Introduction and conclusion provide detail and give cohesion to the piece Paragraphs organised to prioritise the most important argument Arguments are well-constructed Viewpoint of the writer is evident throughout	examples Prepositio Expanded Subordina Relative C Variation Use of pas	nal phrases noun phrases ite Clauses	More complex examples of: Adverbs of time Adverbs of place Adverbs of manner Adverbs to show how often Modifiers used to intensify or qu Nouns and pronouns used for cl Verb forms are controlled and p Fronted adverbials Implied second person Use of modal verbs Tense changes according to the Reported speech as well as direct	arity and cohesion precise purpose	Brackets Dashes Colons Semi-colons





Discursive – Writing to Discuss			Purpose		Types		
This form of writing allows for a reasoned and balanced overview to discuss an issue or controversial topic. This writing allows for the development of: creativity, empathy, enquiry, evaluation, information processing, managing feelings, motivation and problem solving.			To show for and against Newsp			Newspaper Article Leaflet giving balance argument	
Year Group	Text Organisation		Sentence Features	Grammatical Fe	eatures	Punctuation	
Year 5/6	Introduction and conclusion provide detail and give cohesion to the piece Paragraphs organised to prioritise the most important argument Arguments on both sides are well-constructed Formal language is used throughout to show a balanced viewpoint	examples Preposition Expanded Subordina Relative C	onal phrases I noun phrases ate Clauses	More complex examples of: Adverbs of time Adverbs of place Adverbs of manner Adverbs to show how often Modifiers used to intensify or qu Nouns and pronouns used for cla Verb forms are controlled and p Fronted adverbials Implied second person Use of modal verbs Tense changes according to the Reported speech as well as dire Abstract nouns	arity and cohesion recise purpose	Brackets Dashes Colons Semi-colons	





Speaking and Listening							
Reception	Children at the expected level of development will: Participate in small group, class and one-to-one discussions, offering their own ideas, using recently introduced vocabulary; - Offer explanations for why things might happen, making use of recently introduced vocabulary from stories, non-fiction, rhymes and poems when appropriate; - Express their ideas and feelings about their experiences using full sentences, including use of past, present and future tenses and making use of conjunctions, with modelling and support from their teacher. Children at the expected level of development will: - Listen attentively and respond to what they hear with relevant questions, comments and actions when being read to and during whole class discussions and small group interactions; - Make comments about what they have heard and ask questions to clarify their understanding; - Hold conversation when engaged in back-and-forth exchanges with their teacher and peers.						
Year 1	Listen and respond appropriately to adults and their peers. Ask relevant questions to extend their understanding and knowledge. Use relevant strategies to build their vocabulary. Articulate and justify answers, arguments and opinions. Give well-structured descriptions, explanations and narratives for different purposes, including for expressing feelings. Maintain attention and participate actively in collaborative conversations, staying on topic and initiating and responding to comments. Use spoken language to develop understanding through speculating, hypothesising, imagining and exploring ideas. Speak audibly and fluently with an increasing command of Standard English. Participate in discussions, presentations, performances, roleplay/improvisations and debates. Gain, maintain and monitor the interest of the listener(s). Consider and evaluate different viewpoints, attending to and building on the contributions of others. Select and use appropriate registers for effective communication.						
Year 2	Listen and respond appropriately to adults and their peers. Ask relevant questions to extend their understanding and knowledge. Use relevant strategies to build their vocabulary. Articulate and justify answers, arguments and opinions. Give well-structured descriptions, explanations and narratives for different purposes, including for expressing feelings. Maintain attention and participate actively in collaborative conversations, staying on topic and initiating and responding to comments. Use spoken language to develop understanding through speculating, hypothesising, imagining and exploring ideas. Speak audibly and fluently with an increasing command of Standard English. Participate in discussions, presentations, performances, roleplay/improvisations and debates. Gain, maintain and monitor the interest of the listener(s). Consider and evaluate different viewpoints, attending to and building on the contributions of others. Select and use appropriate registers for effective communication.						





Year 3

Listen and respond appropriately to adults and their peers.

Ask relevant questions to extend their understanding and knowledge.

Use relevant strategies to build their vocabulary.

Articulate and justify answers, arguments and opinions.

Give well-structured descriptions, explanations and narratives for different purposes, including for expressing feelings.

Maintain attention and participate actively in collaborative conversations, staying on topic and initiating and responding to comments.

Use spoken language to develop understanding through speculating, hypothesising, imagining and exploring ideas.

Speak audibly and fluently with an increasing command of Standard English.

Participate in discussions, presentations, performances, roleplay/improvisations and debates.

Gain, maintain and monitor the interest of the listener(s).

Consider and evaluate different viewpoints, attending to and building on the contributions of others.

Select and use appropriate registers for effective communication.



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Year 4	Listen and respond appropriately to adults and their peers. Ask relevant questions to extend their understanding and knowledge. Use relevant strategies to build their vocabulary. Articulate and justify answers, arguments and opinions. Give well-structured descriptions, explanations and narratives for different purposes, including for expressing feelings. Maintain attention and participate actively in collaborative conversations, staying on topic and initiating and responding to comments. Use spoken language to develop understanding through speculating, hypothesizing, imagining and exploring ideas. Speak audibly and fluently with an increasing command of Standard English. Participate in discussions, presentations, performances, roleplay/improvisations and debates. Gain, maintain and monitor the interest of the listener(s). Consider and evaluate different viewpoints, attending to and building on the contributions of others. Select and use appropriate registers for effective communication.	
Year 5	Listen and respond appropriately to adults and their peers. Ask relevant questions to extend their understanding and knowledge. Use relevant strategies to build their vocabulary. Articulate and justify answers, arguments and opinions. Give well-structured descriptions, explanations and narratives for different purposes, including for expressing feelings. Maintain attention and participate actively in collaborative conversations, staying on topic and initiating and responding to comments. Use spoken language to develop understanding through speculating, hypothesising, imagining and exploring ideas. Speak audibly and fluently with an increasing command of Standard English. Participate in discussions, presentations, performances, roleplay/improvisations and debates. Gain, maintain and monitor the interest of the listener(s). Consider and evaluate different viewpoints, attending to and building on the contributions of others. Select and use appropriate registers for effective communication.	
Year 6	Listen and respond appropriately to adults and their peers. Ask relevant questions to extend their understanding and knowledge. Use relevant strategies to build their vocabulary. Articulate and justify answers, arguments and opinions. Give well-structured descriptions, explanations and narratives for different purposes, including for expressing feelings. Maintain attention and participate actively in collaborative conversations, staying on topic and initiating and responding to comments. Use spoken language to develop understanding through speculating, hypothesising, imagining and exploring ideas. Speak audibly and fluently with an increasing command of Standard English. Participate in discussions, presentations, performances, roleplay/improvisations and debates. Gain, maintain and monitor the interest of the listener(s). Consider and evaluate different viewpoints, attending to and building on the contributions of others. Select and use appropriate registers for effective communication.	