



Prefect Application Letter – Independent Writing

Write an effective letter of application for position of Head/Deputy Boy/Girl or prefect	
Select a range of tier 2 and 3 vocabulary and use precisely	
Select and use formal language	
Use paragraphs accurately	
Use the layout features of a formal letter accurately	
Use a range of cohesive devices to join ideas within and across paragraphs (adverbials/conjunctions)	
Write in consistent present tense	
Use first person pronouns consistently	
Vary sentence construction for effect	
Use a range of punctuation accurately	
Spell a range of words correctly including y3/4 and y5/6 statutory words	
Draft and edit my work	
Use neat, joined handwriting	