

Capacity Matrix for Information Texts-Grade 3/4

 Criteria	Beginning (I have heard of this)	Consolidating (Most of the time I can do this by myself)	Established (I can do this on my own all the time)	Evidence
Structure of the text				
Has a heading				
Has a clear opening statement that describes what the report is about.				
Has a series of paragraphs. Each paragraph: <ol style="list-style-type: none"> 1. describes something different about the subject. 2. begins with a topic sentence. 3. has information of the same type in it. 				
Has a conclusion-one or two sentences that summarise the report.				
May include: <ol style="list-style-type: none"> 1. pictures or photographs 2. charts 3. graphs 4. charts 5. flow charts 				
Language Features				
Formal style of writing				
Uses action verbs				
Uses general nouns eg elephants, people				
Written in the third person				
Written in the present tense				
Uses technical/scientific terms				
Uses labels and captions				