

Subject: English

Golden Concept: Writing Transcription (SPaG and Handwriting)

Purpose:

Transcription skills help students refine their ability to write coherently and accurately. It enables them to translate their thoughts and ideas into written form effectively. By practicing transcription, students learn correct spelling, punctuation and grammar conventions, which enhances their language accuracy and comprehension.

Transcription forms the foundation for literacy. It helps students become proficient readers and writers by improving their understanding of language structure and mechanics.

Assessment:

Teachers provide students with opportunities to demonstrate their transcription skills: dictating passages or sentences for students to write down accurately; provide passages with deliberate mistakes; handwriting assignments; include transcription as part of broader writing assignments. The assessment of writing transcription should be embedded within each subject's feedback criteria.

Teachers should offer specific, measurable, achievable and relevant targets to students based on the set tasks, in order to measure students' progress.

Cross curriculum:

Science and Mathematics: In science and math subjects, accurate recording of data, observations, and calculations is crucial. Transcription skills learned in English classes support students in effectively documenting experiments, noting observations, and presenting findings with precision.

History: Transcription skills are essential in studying historical documents or analysing primary sources in social studies. Students need to accurately transcribe and comprehend these materials to extract valuable information and gain insights into different historical periods and cultures.

Technology: Transcription in English classes often includes digital skills such as typing, formatting, and using word processing software. These skills are directly applicable across various subjects where technology is utilized for research, documentation, and presentation of information.

Art and Design: Handwriting skills, which are a part of transcription, also connect to art and design subjects. Developing fine motor skills through handwriting can aid in artistic expression, particularly in areas like calligraphy or font design.

Key Stage or stage breakdown:

Stage 1-2: Students will focus on letter formation, learning to form letters correctly, focusing on print and cursive styles. Students will be introduced to spelling common words, using simple punctuation like full stops and capital letters. In terms of handwriting practice, there will be an emphasis on developing legible handwriting and fine motor skills.

Stages 3-6: There will be an increased focus on more complex punctuation rules, grammar structures and spelling patterns. Students will be encouraged to expand their vocabulary by using a wider range of vocabulary in their writing. Students will be introduced to self-editing skills to check and improve their own writing for accuracy.

Stages 7-9: Students will delve deeper into grammar rules, syntax, and sentence structures. They explore more complex sentence types, clauses and sentence variety. There should be an emphasis placed on expanding vocabulary and more sophisticated words and phrases in writing. The learning strategies to spell more complex words and spelling patterns will become more nuanced. Students should build on their punctuation, learning how to use colons, semicolons, dashes and parentheses. This mastery of punctuation should enable them to understand the subtleties of punctuation for effect and clarity in their writing. Students will explore various writing genres and style, applying transcription skills in creative writing, persuasive essays, narrative, and analytical pieces.