

Punctuation

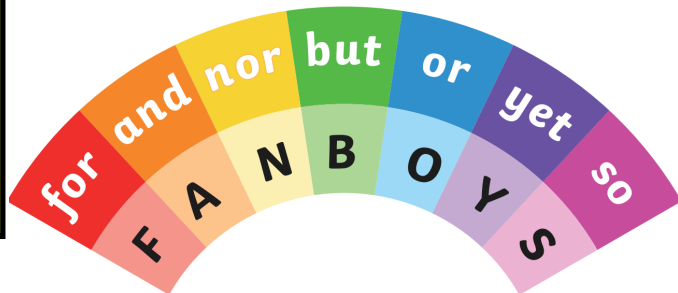
Correctly use a variety of punctuation

Symbol	Name	Function	Example
.	Full stop	Ends a sentence	The dog ran away.
?	Question mark	Used after a question instead of a full stop	What is seven times five?
,	Comma (in list)	Used in between items in a list	I bought a pencil, a rubber, some Sellotape and a note book at the shop.
'	Apostrophe	Used for omission or possession	Don't be late. (Omission) This is Sam's bag. (Possession)
!	Exclamation mark	Used after an exclamation instead of a full stop	What an amazing time we had!
,	Comma (to separate clauses or fronted adverbials)	Used in between fronted adverbials or to separate clauses where necessary	Next day, I went home. When it was home time, I got on the bus.
“	Inverted commas	Used to indicate direct speech	“I need to tell you something,” he said quietly.
:	Colon	Used to introduce a list	To make this model, you will need: three toilet rolls, string and some blue paint.
;	Semi-colon	Used in between two connected sentences	The island had been uninhabited for years; the last settlers had moved away in the 1750s.
()	Brackets	Used as parenthesis	His uncle (who was always late) arrived after it had got dark.
-	Dash	Used as parenthesis or in between two connected clauses	His uncle – who was always late – arrived after it had got dark.
-	Hyphen	Used to join two words	Polly-Jo had a double-barrelled first name.
...	Ellipsis	Used to create suspense or tension	The creature came closer...and closer.

Use a variety of conjunctions to create cohesion within paragraphs

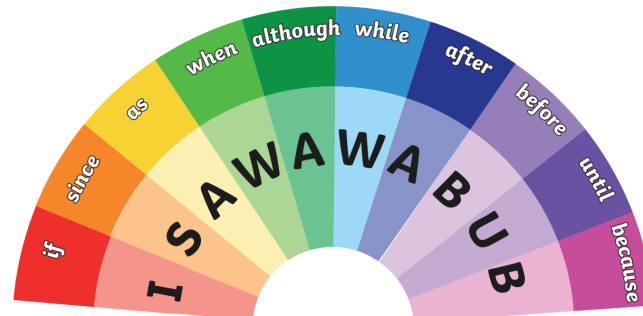
Co-ordinating Conjunctions

There are seven co-ordinating conjunctions. They give equal importance to the words or sentences they connect.



Subordinating Conjunctions

Here are 10 of the most common subordinating conjunctions. They are used at the beginning of a subordinating clause which is a clause that doesn't make sense on its own.



Relative Pronouns



Use contracted forms with apostrophes	Standard English	Contracted form
	I am	I'm
	It is	It's
	You have	You've
	Should not	Shouldn't
	Could not	Couldn't
	Would not	Wouldn't
	Cannot	Can't
	Will not	Won't
	Shall not	Shan't
	Might not	Mightn't
	Do not	Don't
	You are	You're
	Did not	Didn't
They are	They're	
She is	She's	

Use adverbials of time and place	Adverbials of time	Adverbials of place
	Later on	Under the table
	After breakfast	Next to the door
	Before school	Up in the sky
	Half an hour later	Beneath the bed
	At midnight	Over her head
	Until bedtime	In the water
	At nightfall	Above the castle
	Ten minutes later	Outside
	In 2013	Inside
	One hundred years ago	In Jamaica

Use active and passive voice

What is active voice?
 In an active sentence, the **subject** performs the **action** (the verb) to the **object**. For example:
The family boarded the plane.

What is passive voice?
 In a passive sentence, the thing that would normally be the object gets turned into the **subject** through the use of the **passive form of the verb**. They often include a **prepositional phrase** starting with 'by'. For example:
The plane was boarded by the family.

Sometimes the prepositional phrase can be removed and the sentence will still make sense – you just won't know who/what performed the verb. For example:
The plane was boarded.

Helpful Hint – If faced with sentences like this, try adding 'by Alex'. If this makes sense, the sentence must be written in the passive voice.

Use modal verbs

What is a modal verb?

might/might not	could/could not	would/would not
must/must not	may/may not	ought/ought not
can/cannot	should/should not	shall/shall not

Modal verbs can have many uses. In most cases, they work with another verb to describe the **possibility** of something happening, such as:
 The netball team **might** win the tournament.

Or to describe what degree of **certainty** something is known. For example:
 It **will** be very cold tonight.

They can also express the **obligation** for someone to do something, such as:
 You **must** go to see the headteacher.

Or the **ability** to perform the action of another verb. For example:
 Yolanda **can** cartwheel perfectly.

Use synonyms and antonyms

Synonyms have a similar meaning	
Dark, gloomy, murky, unlit, shadowy	
Shouted, yelled, bellowed, roared	
positive, cheerful, happy, elated, thrilled	
Antonyms have an opposite meaning	
Dark	Light
Shouted	Whispered
Positive	Negative

Use pronouns

Pronouns are used in place of a noun	
I	him
she	his
he	her
it	their
they	our
we	your
you	us
them	my
myself	its