

## The basics

Paragraphs to organise ideas:



Co-ordinating conjunctions:

for, and, nor, but, or, yet, so

Subordinating conjunctions:

before, if, because, although, while,  
when, as, while, even though, after

Capital letters:

Adam is going to Spain on Tuesday.

Full stops:

The dog slept.

Question marks:

What are you doing?

Exclamation marks:

Come here, now!

Commas for lists:

He wanted boots, a football, socks  
and a shirt for Christmas.

Apostrophes for omission and  
contraction:

Dave's car wasn't working so  
couldn't take it to Mike's party.

Correct verb forms:



### Create atmosphere

Describe the settings/character:  
(simile/metaphor/personification)

His eyes were like lava.

His teeth were razor blades.

The trees groaned as the wind  
howled between them.



### Use dialogue to advance the action

"Why are you carrying that?" he  
bellowed as she burst through the  
door.

"I've just found it," she replied. "It  
was buried under the old oak tree."



### Use a range of cohesive devices

Use pronouns:

Rita loves playing the guitar.

She finds it interesting.

Make your writing flow:

Finally... At that very moment...

As she walked through the door...

When he had finished yelling...

### Passive and modal verbs

Modal:

can, could, may, might, must, ought,  
shall, should, may, will, would

Passive voice:

The boy was attacked by the snake.

The boy was attacked.

Instead of

The snake attacked the boy.



### Use a wide range of clause structures

Vary the structure of your sentences:

Jimmy was good at football because his dad  
taught him lots of tricks.

Because his dad taught him lots of tricks,  
Jimmy was good at football.

Last night, at the leisure center, jimmy was  
good at football because his dad – a football  
coach – taught him lots of tricks.



### Adverbs, preposition phrases and expanded noun phrases

Preposition:

down, through, next to, under, over, between, in  
spite of, as for, along with, in

Adverbs:

beautifully, enthusiastically, finally, carefully,  
cautiously, viscusly, ferociously

Expanded noun phrase:

Long-bearded old man...

The rusty car with yellow wheels...

## Inverted commas

These enclose direct speech or quotations:

“Come on, Fido!” his owner called.

She was quoted in the newspaper: “I love socks!”



## Commas for clarity

An introductory phrase or clause:

Once upon a time, there was...

When Lisa Visited the garden, she saw...

Working in pairs like brackets:

A flower, like a sock, can be stripy.

Direct address:

Let's eat Grandma Vs Let's eat, Grandma

With adjectives:

The green, sparkly, blue-eyed fish



## Parenthesis

Add extra information to a sentence:

Bart, **the oldest child in the Simpson family**, was caught fighting with his classmates – **Ralph and Milhouse** – at the local skate-park **(behind Springfield Elementary)**.



## Semi-colons

Connect sections that are closely related:

May was warm; it was pleasant.

It was freezing; he was grateful for his coat.

Before certain adverbs:

however, therefore, consequently, nevertheless

e.g. June was hot; however, some cities were rainy.

In a list long list:

The shopping was packed: free-range eggs for mum; tomatoes, beans and cheese for dad; and lots of chocolate for me!



## Dashes

Extra information at the end of a sentence:

It was a long wait – the longest I've ever had.

Extra information in the middle of a sentence:

The usually trusty ship – which was already running late – had encountered another problem.



## Colons

Emphasis:

She thinks about one thing: socks.

Explanations:

They know her secret: she is obsessed with socks.

Lists:

Her socks have the following patterns: stripy, spotty and swirly.

Quotes:

She was quoted in the newspaper: "I love socks!"



## Hyphens

Used to join two words or to separate parts of words:

The celebrated big-hair society re-formed after twenty-four years for a get-together about their beard- and hair-loss issues.

man-eating shark

80-year-old man



## Spellings Y3/4 & Y5/6

Use your word mats please!

Prefixes:

ab-, de-, im-, un-, over-, sub-, dis-, anti-, ex-, mid-, re-, self-, under-

Suffixes:

-able, -ible, -ate, -cy, -er, -ed, -ing, -hood, -ice, -ism, -less, -ly, -ment, -y

## Joined handwriting

Keep it cursive!

*Handwriting*

