

Punctuation

- **Full stop** – marks the end of a sentence.
- **Comma** – Separates items in a list or clauses in a complex sentence.
- **Apostrophe** – Shows possession or missing letters in words like don't and can't.
- **Speech marks** – indicates speech, the exact words spoken or quoted.
- **Question mark** – Ends a question.
- **Exclamation mark** – Ends a dramatic sentence to show surprise or shock.
- **Colon** – Joins two related clauses where one clause cannot stand alone.
- **Semicolon** – Joins two equal clauses that are closely related but could also stand alone.

Paragraphs

Remember the **TIPTOP** rule: you start a new paragraph when you change time, place, topic or person.

- **Time** – Start a new paragraph when you move to a new period of time.
- **Place** – Start a new paragraph when you move to a new place.
- **Topic** – Start a new paragraph when you move to a new topic.
- **Person** – Start a new paragraph when you bring a new person into the writing or when writing speech and a new person starts to speak. E.g.
"Good morning" said the teacher.
"It's the afternoon!" replied the students.

Apostrophes

There are two main reasons why we use apostrophes:

- For possession
- To replace a letter or letters

NOTE: Apostrophes are NEVER used to denote plurals!

Apostrophe for Possession

If a single thing or person owns anything, add an apostrophe + 's

- The dog's bone
- James's Bakery

However, if it is plural, an apostrophe comes after the s'.

- The dogs' bones
- The boys' homework

Common Contractions

Aren't	Hasn't	I'd
She'll	Can't	He'd
We'd	What's	Doesn't
How's	She'd	We'll
Couldn't	You're	Wouldn't

Writing Skills

Sentence Types

Simple Sentences

A sentence that only contains one subject and one verb – *My new laptop computer has already crashed twice.*

Compound Sentences

A sentence that links two main clauses with a connective – *My brother and I went shopping yesterday, but we didn't buy anything.*

Complex Sentences

A sentence that contains one clause and one subordinate clause – *I enjoy school, even though I get lots of homework.*

Clever Connectives

- Furthermore
- Nevertheless
- Moreover
- Therefore
- Consequently
- Additionally
- But
- Yet
- However
- Although
- Whereas
- Alternatively

Common Homophones

Affect (verb) / Effect (noun)

Brake / Break

Know / No

One / Won

Sight / Site

To / Too / Two

Practice (noun) / Practise (verb)

Weak / Week

Hour / Our

Peace / Piece

Terrific Techniques

To describe

- **Metaphor** – describing a place, subject or object as something unlikely.
- **Simile** – comparing two things by using the words ‘like’ or ‘as’.
- **Adjectives** – describing words.
- **Adverbs** – words that end in –ly.
- **Onomatopoeia** – a word, which imitates the natural sounds of a thing.

To argue/persuade

- **Tripling** – Three phrases or describing words to emphasise a point.
- **Personal and collective pronouns** – using words like ‘we’, ‘us’ and ‘you’
- **Imperatives** – language that expresses a command
- **Superlatives** – Adjectives that imply the highest or lowest quality.
- **Hyperbole** – Exaggerating to get your point across.
- **Emotive language** - the deliberate choice of words to elicit emotion.
- **Flattery** – complimenting the reader to get them on your side.
- **Repetition** – saying the same word or phrase more than once for emphasis.
- **Rhetorical question** – a question designed to make the reader think; it doesn’t require an answer.

Special Care must be taken over the use of there, their and they’re as they sound the same but are used quite differently:

There shows ‘position’ e.g. **Your** seat is over there.

Their shows ‘belonging’ e.g. **Their** jumpers are navy.

They’re is short for they are e.g. **They’re** revising for a test.

Special care must also be taken over the use of your and you’re:

Your shows ownership e.g. **Your** pen

You’re is short for you are e.g. **You’re** doing well in school.

Snazzy Sentence Starters

Verbs (-ing)

Giggling and laughing they ran down the street.

Adverbs (-ly)

Suddenly, the door flew open.

Similes

Like a lion, he faced the giant.

Nouns

Rain pelted him from above

Adjectives

Upset by all he endured, he stomped towards home.

Interjections

Oh, you may be wondering...

Common Grammar Errors

Be careful with the following:

We would have been late.

NOT: We would of been late

We were going to the cinema.

NOT: We was going to the cinema.

I was going to the cinema.

NOT: I were going to the cinema.