

Important Links!

Link your sentences and paragraphs using adverbials:

Time

Subsequently, Later that day,

Place

Deep inside the forest, Below the sea,

Frequency

Occasionally, Often,

Contrast/ Cause

On the other hand, In contrast,

As a result, Consequently,

Manner/ Behaviour

Breathing heavily, Waiting anxiously, Without warning,

Creating Cohesion Top

Tip: Not only can you use pronouns like he, she, it or they instead of repeating a name or names but how about other names or titles too? Here's some examples: the teacher, she, Mrs Smith, the lovely woman or the lady with the long hair.

Be a Punctuation Professional:

A	Capital letters for sentences, initials and proper nouns.
.	Full stops
!	Exclamation marks for exclamations or surprise.
?	Question marks
,	Apostrophes for possession and missing letters.
,	Commas in lists, and sentences.
" "	Inverted commas for speech (Don't forget the commas too!).

Active and Passive

Use active and passive sentences appropriately:

Active: In front of millions of screaming fans, the star striker missed a vital penalty.

Passive: In front of millions of screaming fans, a vital penalty was missed by the star striker.

Modal Verbs

Modal verbs describe how likely it is that something will happen.

You **should not (shouldn't)** go to school today.

I **could** have a coffee with you.

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Perfect Parenthesis!

Use brackets, commas or dashes to punctuate extra information and asides:

The tomb of Tutankhamen (the Ancient Egyptian pharaoh) was discovered by Howard Carter.

The advancing alien, who was speaking a Martian language, looked dangerous.

The daffodils – my favourite sign of spring – swayed gently in the woodland breeze.

Use a thesaurus to look for more ambitious synonyms. Why use 'frightened' when you could use...

startled alarmed apprehensive

Or 'show' a character's feelings:

his breathing quickened her heart raced

sweat trickled gasping for air

Check for:

- consistent tense and person
- subject/verb agreement
- paragraphs with cohesive links
- genre features
- layout devices

Spellings... I need to know many of these:

accommodate	correspond	hindrance	recognise
accompany	criticise	individual	recommend
according	curiosity	interfere	relevant
achieve	definite	interrupt	restaurant
aggressive	desperate	language	rhyme
amateur	determined	leisure	rhythm
ancient	develop	lightning	sacrifice
apparent	dictionary	marvellous	secretary
appreciate	embarrass	mischievous	shoulder
attached	environment	muscle	sincere
available	equip(-ped)	necessary	sincerely
average	equipment	neighbour	soldier
awkward	especially	nuisance	stomach
bargain	exaggerate	occupy	sufficient
bruise	excellent	occur	suggest
category	existence	opportunity	symbol
committee	explanation	parliament	system
communicate	familiar	physical	temperature
community	foreign	prejudice	thorough
competition	forty	privilege	twelfth
conscience	frequently	profession	variety
conscious	government	programme	vegetable
controversy	guarantee	pronunciation	vehicle
convenience	harass	queue	yacht

Splendid Subordination!

Use these conjunctions in varied places in your multi-clause sentences:

if	because	as
before	after	until
unless	since	when



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Spellings... I need to know all of these:

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Punctuation Reminders:

A	.	!	?	'	,	"	"	()	...	:	;	-
---	---	---	---	---	---	---	---	----	-----	---	---	---

Use a full range of punctuation.

Check for:

- consistent tense and person
- subject/verb agreement
- paragraphs with cohesive links
- genre features
- layout devices
- pronouns/ nouns for cohesion

Active and Passive

Use active and passive sentences appropriately:

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Passive: In front of millions of screaming fans, a vital penalty was missed by the star striker.

Create a Mood!

Where appropriate, in formal writing, use the subjunctive mood:

If I were The Queen, ...

Were there to be a change in my circumstances...

Splendid Subordination!

Use these conjunctions in varied places in your multi-clause sentences:

if because as
before after until
unless since when

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startled alarmed
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Or 'show' a character's feelings:

his breathing quickened
her heart raced
sweat trickled
gasping for air

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The tomb of Tutankhamen (the Ancient Egyptian pharaoh) was discovered by Howard Carter.

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The daffodils – my favourite sign of spring – swayed gently in the woodland breeze.

Be a Punctuation Professional!

Use semi colons, colons and dashes to mark independent clauses:

It felt like forever- the longest six weeks holiday of all time.

Jack's eyes slowly opened; there was no one to be seen.

They all knew his secret: he was a specialist secret agent.

Important Links!

Link your sentences and paragraphs using time, place, frequency, contrast/cause and manner adverbials, e.g.

Later that day, Deep inside the forest, Occasionally, On the other hand, Consequently, Waiting anxiously,

Managing Formality!

Where appropriate, can you switch between levels of formality from **formal** to **informal**?

passive sentence structures

precise, formal word choices

independent clauses marked with semi-colons or colons

A survey **has been published** this week, which says almost 50% of the UK **population** believe that there is other intelligent life out there within the universe; **in fact**, it is a mainstream viewpoint shared across most of the western world. **So, what do you think?** Martians, aliens, **little green men** – or **whatever** you want to call them – after years of searching, have yet to be found anywhere in the universe. Does that mean they ever will,

question tags

who knows?

colloquialisms, slang or less formal language

refer directly to the reader

Modal Verbs

Use modal verbs to describe the possibility of something happening.

We **ought** to go and see Granny today.

You **shall not** (**shan't**) go to the ball.

