WORD

The way we talk with our friends is often different to the way we talk when we are discussing a topic in class we use more formal speech…

informal speech	formal speech
find out	discover
ask for	request
go in	enter

Words are related by meaning…

antonym	word	synonym
little	big	large
young	old	aged

SENTENCE

Often, we write using the active voice but we can use the **passive voice** to affect the presentation of information in a sentence - when we want to focus attention on the person or thing affected by the action (the object), e.g. **The window in the greenhouse** was broken (rather than: I broke the window in the greenhouse).

When we are talking, we sometimes use question tags to check something we think is true, e.g. He's your friend, isn't he? This turns a statement into a question. Question tags are common in spoken language but not in written language.

We can use the **subjunctive form** when adopting formal speech and writing structures. Often this is used in a hypothetical situation e.g. If I were a butterfly, I'd have wings…

TEXT

We can use a wider range of cohesive devices to link ideas across paragraphs, e.g. repetition of a word or phrase (used sparingly), using adverbials such as on the other hand, in contrast or as a consequence. We can also use ellipsis to avoid unnecessary repetition, e.g. We are going to finish our books. I know you want to go outside but before you do… make sure you finish...

We can use a number of devices to enhance the layout of our writing, e.g. headings, sub-headings, columns, bullet points or tables. These help us structure texts to make it easier for the reader to access.

PUNCTUATION

A **hyphen** (-) look similar to a dash but is used to join words to avoid ambiguity, e.g. man-eating shark instead of man eating shark

A **colon** (:) is used to introduce a list, e.g. The fair was full of wonderful smells: candyfloss, toffee apples and popcorn filled the air. Can also be used to separate two independent clauses when the second explains or illustrates the first, e.g. He got a certificate: he'd really worked for it.

A **semi-colon** (;) is used to connect two independent clauses without a conjunction, e.g. I have finished the baking; I still need to clean the kitchen.

- **Bullet points**:
- used in a list instead of commas or to draw attention to key information as a layout device

An **ellipsis** (…) is used to show a word(s) has been left out, or to add suspense to writing, or to show the trailing off of thought

word	definition/example
subject	the part of a sentence or clause that shows what it is about, or who or what performs the action, e.g. **The car** drove down the road.
object	the noun/noun phrase/pronoun/ on which a verb performs an action, e.g. The car drove down **the road**.
active	the verb is active – used when the subject performs the action, e.g. The car **drove** down the road.
passive	the verb is passive – used when the subject doesn't perform the action but is acted upon, e.g. The road was **driven on**. Note that the subject has been dropped from the sentence and the focus is now on the object.
synonym	a word that has a similar meaning, e.g. hot/roasting
antonym	a word that has an opposite meaning e.g. hot/cold
ellipsis	…
hyphen	-
colon	:
semi-colon	;
bullet points	•