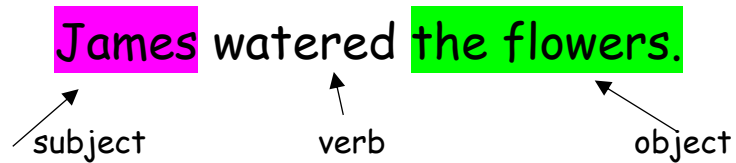


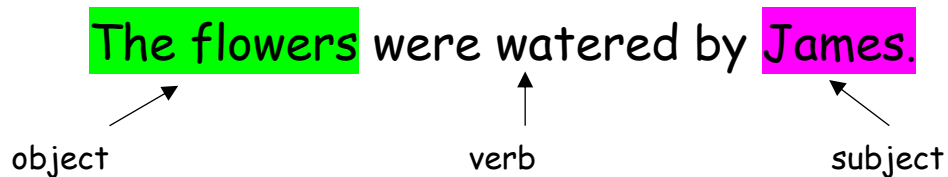
Passive Vs Active Sentences

In the majority of cases a sentence requires three elements: a subject, a verb and an object.



The subject is normally the person or thing that is carrying out the action.

The sentence above is written in **active voice** because the subject (James) is carrying out the action (watered).

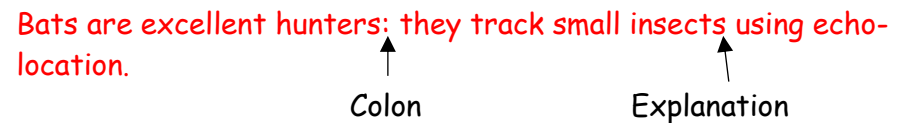


This sentence is written in **passive voice** because it tells us that the subject (James) has the action done to him.

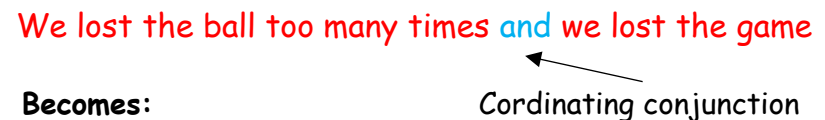
Colons and Semi-colons to Separate Independent Clauses

Semi-colons (;), colons (:) and dashes (-) can be used to separate the boundary between two clauses.

Colons (:) separate two independent clauses (make sense by themselves) when the second clause explains or illustrates the first clause:



Semi-colons (;) separate two *closely related* independent clauses instead of using a conjunction



A dash (-) separates two independent clauses (more commonly used in informal writing)



Building Cohesion Within and Across a Paragraphs

Adverbials allow us to show relationships between ideas and to logically connect sentences and paragraphs.

Time	Place	Number /Frequency	Exception
In the beginning, Only yesterday, Meanwhile, Simultaneously, Straight away, Presently,	Around here, In the city, Beyond the wall, Beside the table, Inside the cave, Above the fireplace,	Firstly, Secondly, Once, Occasionally, Rarely, Every so often,	Despite this, Even though, Aside from, However, Besides, Excluding,
Cause and effect	Contrast/Comparison	Clarification	Emphasis/Addition
As a result, Subsequently, Therefore, Consequently, Due to..., For this reason,	On the other hand, Alternatively, In contrast, In Comparison, However, Nevertheless,	In fact, In other words, Above all, For instance, To summarise, In conclusion,	Most importantly, Above all else, As well as.., In addition, Furthermore, Moreover,

Hyphens

Hyphens are used to avoid ambiguity (something possibly having more than one meaning)



Man eating shark



Man-eating shark

Hyphen →

Formal and Informal Vocabulary

When writing we have to choose the right 'tone' to suit our audience or our purpose for writing. We do this through our choice of vocabulary. Formal (standard English) Informal

Formal (standard English)	Informal (slang and contractions)
Used when: • Presenting an award • Writing a letter of complaint • Writing a report • Writing a letter of application	Used when: • Talking to friends • Writing an email to a friend/family • Sending a text • Writing a personal diary
Establish Set up	Set up
Nevertheless	Anyways
Consider	Think about
Large quantities of	Tons of
Children	Kids
Require	Need
I regret to inform you	I hate to tell you this but
I really appreciate your assistance	Thanks a lot

Subjunctive Verb Form

When this is used writing sounds more formal. It is used to express wishes, hopes, commands, demands or suggestions.

If I **were** able to go to your party, I would.
I wish you **were** able to go.
The school requires **that** all pupils be honest.

The subjunctive doesn't change according to the person (I, you, he, her etc)

Synonyms and Antonyms

Two words are **synonyms** if they have the same meaning, or similar meanings.

Two words are **antonyms** if their meanings are opposites.

Word	Synonym	Antonym
cold	chilly	hot
hard	tricky	easy
friend	comrade	enemy
furious	angry	calm
gather	collect	scatter
gratitude	thankfulness	ungratefulness

Colons and Semi-colons within Lists

A semi-colon can be used in a descriptive list where the list items themselves already use commas. The colon introduces the list.

Colon to introduce

You will need to bring the following: sleeping bag, pillow, and pyjamas for the overnight stay; water bottle, waterproof jacket, sweatshirt, and walking boots for the afternoon trek; and a swimming kit for the river activities.

Semi-colons to separate.
Note that when using semi-colons we use one before 'and'.

Bullet points

Bullet points are little markers at the start of a line which are used to separate items in a list.

Stem
(an introduction phrase or title for the list)

If your list has a **stem** followed by a **colon**, each item needs a **semi-colon** except the last, which has a **full stop**.

You will need:

- teabags;
- milk;
- water;
- kettle;
- mug;
- teaspoon;
- sugar.

Colon

Semi-colon

Full stop

Bullet points

Ellipsis (...)

:

This punctuation is used to create suspense by adding a pause before the end of the sentence.

She opened the door to find...



Or to show the trailing off of a thought.

I know he deserved it but...

Key Vocabulary	Definition
Active voice	The sentence begins with the subject (person or thing) performing the action
Adverbial	A word or phrase expressing time, place or manner
Ambiguity	Could have more than one meaning
Antonym	Two words are antonyms if their meanings are opposites
Bullet points	Little markers at the start of a line which are used to separate items in a list
Cohesion	'Tying' words, phrases, sentences and paragraphs together to create a piece of writing which is clear and logical to the reader, giving the text 'flow'
Colon	Punctuation mark used to introduce a list or to separate two independent clauses
Dash (one)	Punctuation mark to separate two independent clauses
Ellipsis	Punctuation mark used to show a pause at the end of a sentence, a thought trailing off or missing words in a quotation
Hyphen	Punctuation mark used to join words
Independent clause	A clause which makes sense on its own
Object	A noun, pronoun or noun phrase that comes straight after the verb and shows what the verb is acting upon. The man chased the cat.
Passive voice	The object begins the sentence. The cat was chased by the man.
Semi-colon	Punctuation mark used to separate two independent clauses or in a detailed list of items which already contains commas
Subject	The noun, noun phrase or pronoun that names the 'do-er' or 'be-er' in a sentence. The man chased the cat.
Subordinate clause	It is dependent on a main clause. It doesn't make sense on its own. E.g. After she picks me up, Mum is taking me to buy new shoes.
Synonym	Two words are synonyms if they have the same meaning, or similar meanings.