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Useful Definitions

Vowels	a e i o u
Verbs (doing words)	run jump
Adjectives (describing words)	red bright awful
Nouns (names of things and people)	teacher man cat pen bag
Adverbs (describes verbs)	moved quickly shouted loudly
Pronouns (instead of names)	he she it they
Preposition (show place)	in by under next to
Conjunctions (joining words)	and but because
Speech Marks	“Where are you?” he asked.
Question Mark	“Where are you?” he asked.
Exclamation Mark	“Come here!”

Types of Sentences

1. A **statement** is a sentence which gives information.

For example: He is eleven years old.

2. A **command** is a sentence which gives commands or instruction.

For example: Go home.

3. An **exclamation** is a sentence which shows emotion or surprise.

For example: Help me!

4. A **question** is a sentence which asks for information.

For example: What is your name?

Simple and Compound Sentences

Clause

A clause is a part of a sentence that contains a subject and a verb.

Main Clause

A clause that makes sense on its own.

Subordinate clause

A subordinate clause gives additional information about the main clause. It begins with a conjunction like *when, because, if* or *although*.

Simple Sentence: a single main clause

For example:

- The ballerina **danced** all night.
- Annie **watched** the television.

Compound Sentence: two main clauses joined together by a word like and, but, or.

For example:

- Rachel loves TV and she likes films.
- The dog loves to run but he often gets really muddy.
- I ate cottage pie for tea although I don't really like it.

Complex Sentence: a main clause and a subordinate clause.

For example:

- Tom ran to the bus stop, because he was late.

The subordinate clause can be moved to the beginning or middle of the sentence:

- Because he was late, Tom ran to the bus stop.
- Tom, because he was late, ran to the bus stop.

Punctuation Marks

Comma	,	Separates words in a list, phrases and some clauses.
Full stop	.	Separates statement and command sentences.
Brackets	()	Goes around extra information.
Hyphen	-	Can replace a comma, semi-colon or colon, to add pause, emphasis or show interruption.
Exclamation mark	!	Shows surprise at the end of a sentence.
Question mark	?	Goes at the end of a sentence that contains a question.
Colon	:	Goes at the start of a list and separates clauses.
Semi-colon	;	Goes between clauses and a list of phrases.
Ellipsis		Shows interruption or a trailing off.
Speech marks	“ ”	Goes around speech or a quotation.
Apostrophe	‘	Shows where a letter is missed out or to mark possession.

. Full Stop

A full stop looks like this .

It is a round dot written at the end of a sentence.

- She shouted loudly.

! Exclamation Mark

When you want to show surprise or strong feelings, you end the sentence with an exclamation mark.

- Watch out, the tree is falling down!
- What an amazing place this is!
- Help me!
- Stop!

? Question Mark

Questions are sentences which need answers. They begin with a capital letter and end with a question mark.

Often, questions begin with question words such as these:

Where? What? Why? Which? When? Who? How?

- Is this a good film?
- Will Arsenal win on Saturday?

However, regardless of whether a question begins with a question word or not, a question must **always** end with a question mark.

, Commas

Commas have lots of uses:

Commas are used to separate items in a list, for example, when listing names or objects.

- For the recipe you will need tomatoes, garlic, herbs and puree.
- I have a pet dog, fish and a rabbit.

(Note: Usually commas are not used before the word 'and' in a list.)

Commas are used to show the reader where to pause in a sentence. Often the comma separates a phrase that gives more information from the main clause.

- Although it's late, I'll help you.
- Laughing loudly, Mary jumped on the trampoline.
- Jane, my teacher, is nice.
- Richard, the engineer, will be arriving soon.

Commas are used to mark off the person being addressed.

- Miss, can you help me?
- Peter, I saw you.
- Stop, you fool, or you'll break it!

When deciding where to place a comma in your writing, it is helpful to read your sentences aloud. Listen out for when you would naturally take a short break. That is probably where you need to put your comma

Speech Marks

Speech marks are used to punctuate **direct speech**. In direct speech, the words are written **as a person said or says them**. The speech marks show when the person begins speaking and when they stop speaking. For example, look at this:

In text this would be written as:



Robyn said, "**I won first prize.**"

The **bold type** shows what Robyn actually said, wrapped around by speech marks, which look like this: "....."

What Robyn said is a complete sentence, and is punctuated as a sentence, **within** the speech marks.

To use speech marks, follow these four easy steps:

1. Open the speech marks:

“

2. Write the words that were spoken:

“I won first prize

3. Add ! ? , or .

“I won first prize.

4. Close the speech marks:

“I won first prize.”

Notice how when the speaker appears **before** the speech, a comma must be placed before the speech marks.

➤ Robyn said, “I won first prize.”

Punctuate speech as though it is a separate sentence.

Colons

A **colon** is useful when you are writing a sentence with a list in it.

Colons are used to introduce something, often a list.

Example: We need lots of fruit for this recipe: bananas, apples, pears and mangoes.

Remember: you need to use commas and 'and' in your list.

Semi-colons

Semicolons can be used instead of a full stop between two sentences that are **closely connected**.

Example: It's a great idea; let's tell the others about it.

Semi-colons balance two similar ideas.

Note: unlike a new sentence, you do not use a capital letter after a **semicolon**.

Apostrophes

The apostrophe has two uses:

1. **It is used to show that letters have been missed out of a word.**
2. **It is used to show possession.**

1. **One way in which we use apostrophes is to show that some letters have been missed out of a word or words.**

When words contract (i.e. when they get pushed together to sound like one word) they become shorter, that is, some of the letters get missed out.

For example, when we are talking, only a very precise and well-spoken person would say:

“I am not in a good mood today. I do not feel like going to school. It is not fair.”

Most of us would say:

“**I’m** not in a good mood today. I **don’t** feel like going to school. **It’s** not fair.”

I am	has become	I'm
do not	has become	don't
it is	has become	it's

We can see then that the apostrophe shows us where we have missed out some letters.

Here are some more examples of some common contractions:

I will:	I'll
I have:	I've
will not:	won't
you will:	you'll
is not:	isn't
he is or has:	he's
I would:	I'd
they are:	they're
she would or had:	she'd
you have:	you've

REMEMBER!

Remember not to mix up **it's** and **its**!

- **its** means there's something **belonging**.
- **it's** is short for **it is** and there **is** an apostrophe.

➤ **It's** time for the cat to have **its** dinner.

Possessive Apostrophes

How an apostrophe shows possession

The apostrophe can be used to show ownership, i.e. who an item belongs to or is part of. We use it at the end of a word with an **s**, like this, '**s**.

It means **of** or **belonging to**.

For example:

the dog's tail (this has the same meaning as:
the tail of the dog)

the boy's book (the book of the boy)

the cat's tooth (the tooth of the cat)

Tom's video game (the video game of Tom)

James's bag (the bag of James)

The boys' trophy (the trophy belonging to the boys)

The apostrophe goes after the noun that the item belongs to.

IMPORTANT NOTE!

Care must be taken not to misuse the apostrophe. It should **not** be used for plurals.

For example:

- I bought three banana's. **WRONG!**
- I bought three bananas. **RIGHT!**

When do you start a new paragraph?

TIP TOP

**Change of
Time**

**Change of
Person**

**Change of
Place**

**Change of
Topic**

Connectives

Words and phrases to join sentences more effectively.

Sequence (when writing about a process in stages)	Contrast (when you show the difference between one thing and another)	Cause and Effect (when you show that something has happened as a result of something else)
initially firstly then so far after(wards) lastly eventually following previously later finally once secondly next subsequently meanwhile in the end since prior to to begin with Addition (when you add another point)	but however nevertheless alternatively yet despite this on the other hand on the contrary the opposite instead whereas otherwise although apart from to balance this albeit disproving it is doubtful though all the same Comparison (when you show similarities between one thing and another)	consequently thus hence because as therefore accordingly eventually it may happen in the course of things since until whenever as long as effectively of course depending upon necessarily (that) in the course of things Summary Conclusion
and also furthermore in addition too again and then what is more moreover as well as to complement the following	equally similarly compared with in comparison with by way of contrast comparatively an equivalent in the sameway likewise to balance this Persuasion (when you try to change someone's opinion)	In brief / in short On the whole In all / overall To sum up In a nutshell In conclusion to conclude in conclusion after all finally in the end ultimately Emphasis (when you make a strong point)
for example for instance such as as as revealed by	of course naturally obviously clearly evidently surely certainly (un)fortunately no wonder undoubtedly	above all in particular notable specifically more important indeed in fact especially

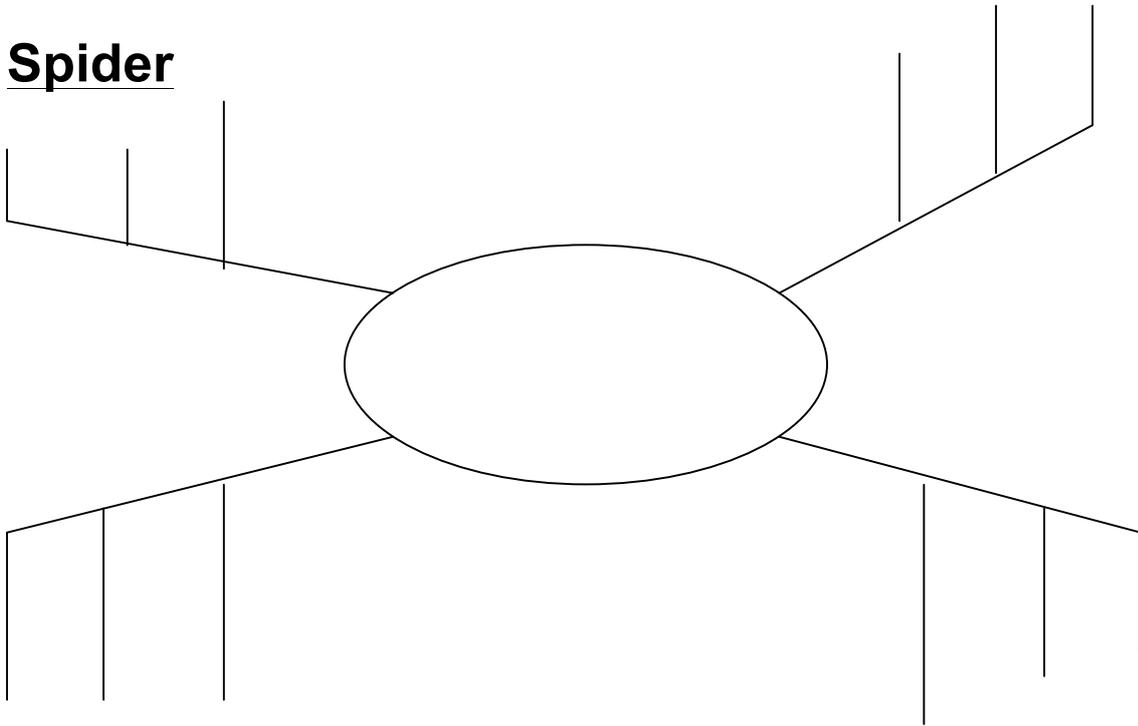
Planning Your Writing

Remember PEE

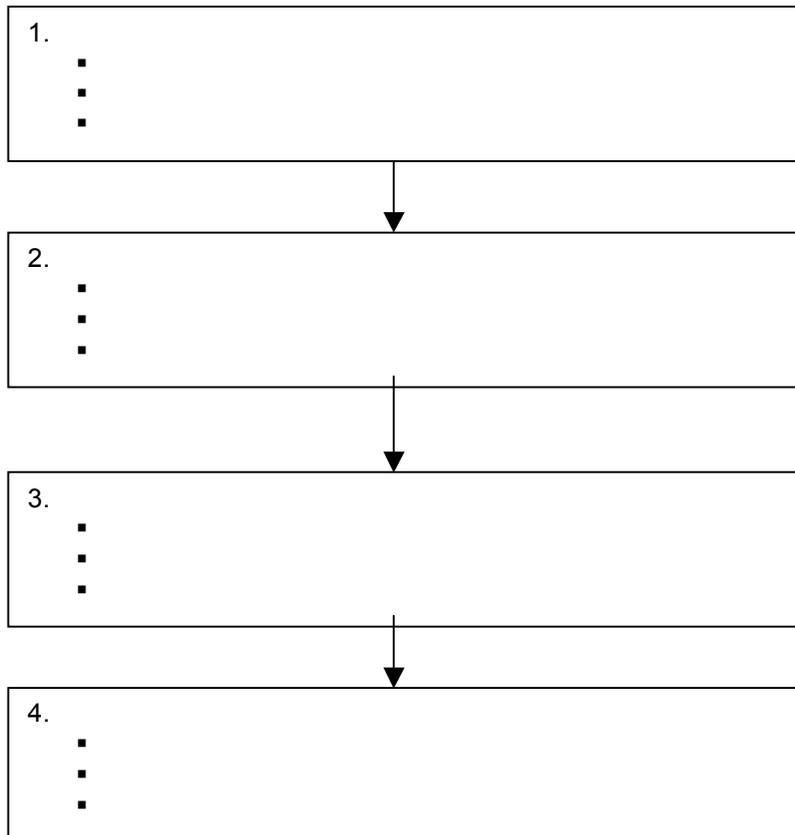
- P = Make your POINT clearly.
- E = Give an EXAMPLE – a quotation or evidence to back up your point
- E = EXPAND your point and EXPLAIN how your evidence proves your point

Planning Strategies

Spider



Flow Diagram



Argue

<ul style="list-style-type: none">■■■■	<ul style="list-style-type: none">■■■■
<ul style="list-style-type: none">■	

Compare

1. <ul style="list-style-type: none">■■■■	2. <ul style="list-style-type: none">■■■■
--	--

Spelling Strategies

Mnemonics: a sentence to help you remember a word:

Never

Eat

Cakes

Eat

Salmon

Sandwiches

And

Remain

Young

Big

Elephants

Can

Always

Understand

Small

Elephants

Spelling Strategies

Look for a: Word Within A Word

For example:

Sep a rat e

Spell Speaking

Wed nes day

Bus in ness

Cup board

Nine Spelling Rules To Learn

1. The letter q is always followed by u in English words.
For example: question, quite.
2. English words do not end with the letter v.
For example: gave, have.
3. Capitalise proper nouns.
For example: Southam, John.
4. When a one-syllable word ends with a short vowel and a single consonant, double the final consonant before adding a suffix beginning with a vowel.
For example: swim + -ing is swimming.
5. In a two-syllable word, double the final consonant only if the word is accented on the last syllable.
For example: begin + -ing is beginning but open + -ing is opening.
6. When a word ends in silent e, drop the e before adding a suffix beginning with a vowel.
For example: make + -ing is making.
Keep the silent e before adding a suffix beginning with a consonant.
For example: time + -ly is timely.

7. When a word ends in a consonant and y, change the y to i before adding a suffix, unless the suffix begins with i.
For example: happy + -ly is happily, but hurry + -ing is hurrying.
8. When a word ends in a vowel and y, do not change the y to i.
For example: play + -ed is played.
9. Write i before e except after c.

Homophones and Homonyms

Homophones

Homophones are words which **sound the same**. They have **different spellings** and **different meanings**.

For example:

- ❖ The **sun** set over the ocean
- ❖ The **son** gave his father a card

Other examples of homophones are:

witch	which	hour	our
stare	stair	meddle	medal
hair	hare	deer	dear

Homonyms

Homonyms are words which **sound the same** and are **spelt the same**, but have **different meanings**.

For example:

- ❖ The conductor will **bow** to the audience
- ❖ The captain stood on the **bow** of the boat

Other examples of homonyms are:

iron (ironing)
iron (metal)

jumper (clothes)
jumper (person who jumps)

present (gift)
present (here, now)

will (resolve)
will (legacy)

You can use a dictionary to find out the correct spellings and the correct meanings.