

Key Vocabulary

subject	Who or what performs the action. The branch fell on the lion.
object	Whoever or whatever receives the action. The branch fell on the lion.
ellipses	3 dots used for effect. They leave the reader hanging on what might happen next. If only she hadn't opened the door...
bullet points	Are used for making a list.

Synonyms and Antonyms

A thesaurus contains synonyms
(words that mean the same as your chosen word)
An antonym is a word with the opposite meaning.

Word	Synonyms	Antonym
happy	joyful, delighted, overjoyed	sad
old	elderly, decrepit, mature	young
smooth	flat, uniform, horizontal	uneven

Active voice

Tells us what a person or thing does.

The **subject** performs the **action** (verb) on the **object**.

Subject + action + object

Example:

Anna painted the house.
The teacher always answers the students' questions.

Bullet Points

If your bullet point is a full sentence, use **capital letters** and **full stops**.

- The Colosseum in Rome was built in 80AD.
- Stonehenge was constructed sometime between 3000BC and 2000BC.

Passive voice

Tells us what is done to someone or something.

The **subject** is being **acted** upon.

Object + action + subject

Example:

The house was painted by Anna.
The students' questions are always answered by the teacher.

How to Use Hyphens

Letter Collisions

- Co-operate
- Bell-like
- Inter-related

Prefixes

- Anti-nuclear
- Post-colonial
- Self-contained
- Pre-Christmas

Suffixes

- Atlanta-based
- Home-style
- President-elect
- Gluten-free

Family Relationships

- Son-in-law
- Great-grandmother
- First cousin twice-removed

Punctuation



Brackets, dashes or commas to indicate parenthesis



Commas to clarify meaning



Full stop, exclamation mark, question mark, capital letter, comma, apostrophe and inverted commas to demarcate or punctuate sentences

Semicolons

Semicolons are used to separate two main clauses that are closely related to each other, but could stand on their own as sentences.



I have a big test tomorrow;
I can't go out tonight.



I've just had a big meal;
however, I am hungry again!

Speech is used to convey character and advance the action.

Inverted commas indicate direct speech. A comma is used after the reporting clause and direct speech ends with punctuation.

The conductor shouted, "Sit down!"

When writing at speed, ensure that handwriting is legible.

crayons



Colons

Colons are used at the end of a clause to show an answer, elaboration or explanation follows.

I would like the following:
milk, cheese and butter.

I have two hobbies:
reading and running.

