

Passive vs active sentences

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

The man ate a cream cake.

subject verb object

Subject is normally the person or thing that is carrying out the action.

Object is normally involved in the action in some way.

Important note: In this area the object can be a person.

Passive voice often 'disguises' the agent. Can be useful in suspense writing.

The flowers were watered by the girl..

The flowers are the subject.

Watered is the action.

Passive voice requires an auxiliary verb for example: is, was, will, are

Active voice makes it clear who has completed the action.

The girl watered the flowers.

The girl becomes the subject.

The action is still done to the flow-

Vocabulary

Adjective	A word that adds more information about a noun.
Adverb	A word that adds more information about verbs, adjectives or other adverbs
Adverbial	A group of words that can function as an adverb
Antonym	A word that has the exact opposite meaning of another word
Bullet points	Organisation device used to list short phrases or items.
Ellipsis	Punctuation (...) that shows where words are left out or to create a suspense.
Noun	Names of things that we can touch (concrete) and abstract (ideas, emotions).
Synonym	A word that means the same thing as another word.
Verb	A verb is the part of speech that indicates what something does, or what it is.

Subjunctive Voice

The subjunctive is specific verb form used to express when something is wished rather than an actual situation.

It is often used to express a desirable situation.

If I were you, I wouldn't climb that tree.

Auxiliary verb 'were' is used in the subjunctive, it is often confused with 'was'.

Determiners go before a noun to identify it in further detail.

Cheat tip:

If you can add 'by zombies' after the verb and it still makes sense, it's probably a passive sentence

articles
demonstratives
possessives
quantifiers
numbers
question words

a boy, an orange, the cat
this apple, that car, these shops, those girls
his hat, her homework, my book, their house
some rice, each word, every box
one chair, two men, three dogs
which bag, what letter, whose computer

Building cohesion within and across a paragraph

Transitional phrases and fronted adverbials allows us to show relationships between ideas, logically connect sentences and paragraphs. It signals how the reader should process the information and makes writing more readable and engaging. Fronted adverbials can create cohesion when changing paragraph.

Transitional phrases		
1A. Time and sequence	1B. Time and sequence	2. Conclusion
After	Meanwhile	In the end
Next	During	In summary
Finally	Ultimately	In conclusion
3. Cause and effect	4. Change of direction	5. Emphasis
Therefore	Although	Notably
Consequently	However	Moreover
Hence	In contrast	Most important

Using hyphens

Hyphens are used to avoid confusion being caused by certain words or phrases:



Man eating shark



Man-eating shark

End of year expectations

- Use of the passive to affect the presentation of information in a sentence.
- The difference between structures typical of informal speech and structures appropriate for formal speech and writing.
- Linking ideas across paragraphs using a wider range of cohesive devices: repetition of a word or phrase, grammatical connections [for example, the use of adverbials such as on the other hand, in contrast, or as a consequence], and ellipsis.
- Layout devices, such as headings, subheadings, columns, bullets, or table.
- Use of the semi-colon, colon and dash to mark the boundary between independent clauses.
- Use of the colon to introduce a list and use of semi-colons within lists.
- How hyphens can be used to avoid ambiguity.

Apostrophe for omission

Words that are contracted require an apostrophe for the omitted words (letters removed)

Will not

Won't

Do not

Don't

Would not

Wouldn't

Contracted words often indicate informal language.

Using punctuation to separate clauses

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

Description: detail sentences.

Bats are excellent hunters: they track small insects using echo-location.

The first section describes the subject and the second adds extra detail.

A semi colon can be used in place of a conjunction where we want the writing to flow where the clauses are closely related.

We lost the ball too many times and we lost the game.

Becomes:

We lost the ball too many times; we lost the game.

A dash is often best used to summarise:

The first day of the summer holidays was filled with excitement—off for six weeks.

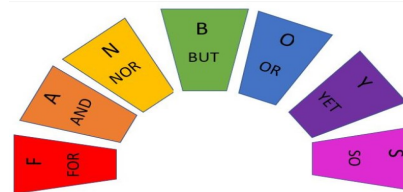
Colons and semi-colons within lists.

If you want to list items in a list when the items are longer than one word.

The school fair was a huge success: over £800 was raised; everyone had fun in the sunshine; the children learnt new skills and the local paper came to take photographs.

Coordinating conjunctions

Words that connect two phrases or **clauses** of equal weight (they make sense by themselves).



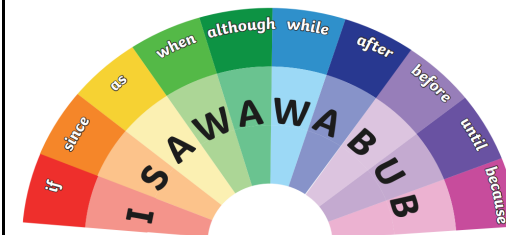
We wanted to ride my bike. The tyre was flat.

Becomes

I wanted to ride my bike, **but** the tyre was flat.

Subordinating conjunctions

Words used at the start of a subordinate clause (a clause that needs the main clause in order for it to make sense).



We went to London **when** I was seven.

After the film, we went shopping.

The bus driver said, "Sit down!"

Comma after the reporting clause.