**Can I use different sentence types?**

**Simple sentences:** contains a subject and a verb and can contain an object
- Sarah likes to read in the library.
- Tom enjoys reading at home.

**Compound sentences:** joins two simple sentences using the connectives: for, and, nor, but, or, yet, so.
- Sarah likes to read in the library but Tom prefers to read at home.

**Complex sentences:** A complex sentence contains a conjunction such as because, since, after, although, or when.
- Because Robert felt tired, he only studied for an hour.
- Although the rain had stopped, the pitch was still waterlogged.
- Paul enjoys Music, however, he is more proficient in Art.

**Sentence Openers**

<table>
<thead>
<tr>
<th>First</th>
<th>Afterwards</th>
<th>Then</th>
<th>Although</th>
</tr>
</thead>
<tbody>
<tr>
<td>Then</td>
<td>Before</td>
<td>As I had</td>
<td>I actually found</td>
</tr>
<tr>
<td>Next</td>
<td>Eventually</td>
<td>Having decided</td>
<td>I actually</td>
</tr>
<tr>
<td>So</td>
<td>Sometimes</td>
<td>Having decided</td>
<td>I actually</td>
</tr>
<tr>
<td>Last</td>
<td>Often</td>
<td>However</td>
<td>In addition</td>
</tr>
<tr>
<td>But</td>
<td>Never</td>
<td>Due to</td>
<td></td>
</tr>
<tr>
<td>Another thing</td>
<td>Always</td>
<td>As time went</td>
<td></td>
</tr>
<tr>
<td>The last time</td>
<td>Besides</td>
<td>Having...</td>
<td></td>
</tr>
<tr>
<td>Soon</td>
<td>Even though</td>
<td>Having...</td>
<td></td>
</tr>
<tr>
<td>At last</td>
<td>Before the</td>
<td>However</td>
<td></td>
</tr>
<tr>
<td>If</td>
<td>Meanwhile</td>
<td>In addition</td>
<td></td>
</tr>
<tr>
<td>Another time</td>
<td>Before very long</td>
<td>Since</td>
<td></td>
</tr>
<tr>
<td>Another thing</td>
<td>An important</td>
<td>But</td>
<td></td>
</tr>
<tr>
<td>After a while</td>
<td>Thing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Although</td>
<td>We always</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Can I use personal pronouns correctly?**

- **There** shows position: Your seat is over there.
- **Their** shows that 'they' own something: Their blazers are navy blue.
- **They're** is short for they are as in: They're revising every day.

**There/ their/ they're**

**Note:** its, which shows that something owns something (like our, his etc), does not take an apostrophe: the dog ate its bone and we ate our dinner.

**Your/ you're**

**Note:** special care must be taken over the use of your and you're as they sound the same but are used quite differently:
- **Your** is possessive as in: this is your pen.
- **You're** is short for you are as in: you're coming over to my house.

**Can I use connectives?**

Because – But – Although – Then – However – Next – Since – Therefore – Also – Despite – Furthermore – Whereas – On the other hand – So – As long as – For example – Such as – So far – Moreover – Apart from – Meanwhile – In addition – In contrast – Moreover – Alternatively – Nevertheless – Afterwards – Consequently – As well as – For example – What is more – As a result of this.

**I am proud of my work because...**

- I have written clearly so that my reader can understand my writing easily.
- I have checked my spelling and corrected any errors.
- I have used full sentences with a subject and a verb.
- I have used correct punctuation and grammar.
- I have paragraphed my work using TIPTOP.
- My writing is suitable for the person I am writing for.

**Can I use adverbs and adjectives?**

- adversely
- fearfully
- consequently
- suddenly
- cautiously
- anxiously
- abruptly
- happily
- silently

- furious
- crowded
- monstrous
- sickening
- gigantic
- crimson
- delightful
- enthusiastic

**The TIPTOP rule**

You move onto a new paragraph when you change time, place, topic or person.
Can I use punctuation?

<table>
<thead>
<tr>
<th>Full stop</th>
<th>.</th>
<th>indicates that a sentence has finished</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comma</td>
<td>,</td>
<td>indicates a slight pause in a sentence, separates clauses in a complex sentence and items in a list</td>
</tr>
<tr>
<td>Question mark</td>
<td>?</td>
<td>goes at the end of a question</td>
</tr>
<tr>
<td>Exclamation mark</td>
<td>!</td>
<td>goes at the end of a dramatic sentence to show surprise or shock</td>
</tr>
<tr>
<td>Apostrophe</td>
<td>'</td>
<td>shows that letter(s) have been left out or indicates possession</td>
</tr>
<tr>
<td>Speech marks</td>
<td>” ”</td>
<td>indicate direct speech, the exact words spoken or being quoted</td>
</tr>
<tr>
<td>Colon</td>
<td>:</td>
<td>introduces a list, a statement or a quote in a sentence</td>
</tr>
<tr>
<td>Semicolon</td>
<td>;</td>
<td>separates two sentences that are related and of equal importance</td>
</tr>
<tr>
<td>Dash / hyphen</td>
<td>-</td>
<td>separates extra information from the main clause by holding words apart</td>
</tr>
<tr>
<td>Brackets</td>
<td>( )</td>
<td>can be used like dashes, they separate off extra information from the main clause</td>
</tr>
<tr>
<td>Ellipsis</td>
<td>...</td>
<td>to show a passage of time, to hook the reader in and create suspense</td>
</tr>
</tbody>
</table>

Can I spell familiar words accurately?

- Sound out the word
- Think about how it looks
- Think about a similar word
- Is there a memory sentence for this word? (e.g. big elephants cannot always use small exits)
- Find the word in a list -
  - Key words list
  - Frequently used words list
  - Your own word bank
- Look it up in a dictionary/spellchecker
- Ask a friend or teacher
- To learn it: look, cover, write, check
- Once you've solved it, add the correct spelling to your own word bank.

Can I spell homophones?

Affect/effect
Bare/bear
Brake/break
Buy/buy
For/for
Flour/flower
Grate/great
Hair/hare
Hole/whole

Have I used the correct grammar?

- I am aware that I must use language that is appropriate to my reader.
- No slang that lesson was bangin'
- No informal language I'm gonna do my homework now

Other things to consider:
- I am clear about the purpose of this piece of writing
- I know who my audience is
- I will use a suitable layout and text type

Basics:

- Every sentence must start with a capital letter.
- Every sentence must finish with some form of punctuation: ?!
- Proper nouns need capital letters. These are unique people, places or things e.g. there are many cities so 'city' doesn't take a capital letter. However there is only one London, therefore it takes a capital letter.
- When writing titles of works such as books, films or plays:
  - Capitalise the first word
  - Capitalise any main/important words
  - Don't capitalise minor words such as 'and', 'of' or 'the' e.g. The Sound of Music, The Wizard of Oz, Harry Potter and The Goblet of Fire
- When writing speech:
  - Go to a new line when a different person speaks e.g. "Good morning" said the Head teacher.
  - "It's the afternoon!" replied the student.
  - Each person's speech is marked with speech marks e.g. "Walk on the left" said Mr. Mathews.

We must use an apostrophe to replace any letter(s) we have left out.

11 o'clock I'd They're Wh' ll
Aren't I'll Wasn't Who's
Can't I'm We'd Why'd
Couldn't Isn't We'll Why'll
Didn't It'd We're Why's
Doesn't It'll Weren't Won't
Don't It's What'd Wouldn't
Hadn't Might'n't What'll You'd
Hasn't Must'n't What's You'll
Haven't Shant When'd You're
He'd She'd When'll
He'll She'll When's
He's She's Where'd
How'd Should'n't Where'll
How'll They'd Where's
How's They'll Who'd

Apostrophe for Possession

(To show that something belongs to another)

If a single thing/person owns anything, add an apostrophe + 's'.
  - The dog's bone
  - The boy's homework

However, if it is plural (more than one), an apostrophe comes after the 's'.
  - The dogs' bones
  - The boys' homework
  - Joneses' bakeries (lots of Jones families)
  - Many websites' content is educational