

Passive sentences

The passive voice occurs when the **object** of the sentence (who or what receives the action) comes before the action. The subject usually comes after the verb. We use the passive voice when we want to place importance on the **action** rather than the **subject**.

The cat was chased by the dog.
The potatoes were picked by the farmer.



Cheat tip:

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

Subjunctive Voice

The **subjunctive mood** is used for expressing wishes, suggestions, or desires.

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

The auxiliary verb 'were' is used in the subjunctive, instead of 'was'.

If he **were** a faster runner, he would have run the race.

Our school rules require that we are honest.

Bullet points

Bullet points make long or complicated pieces of text easier to understand because they break the text down.

Equipment needed for our camping trip:

- tent
- blankets
- walking boots
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Bullet point lists with full sentences need to include capital letters and punctuation

My dream morning:

- I will wake up early and make my favourite breakfast.
- I will put on my most colourful clothes.
- I will go for a ride on my bike in the sun!

Vocabulary

| | |
|------------------|--|
| active voice | when a sentence has a subject that acts upon its verb |
| adverbial | a group of words that functions as an adverb |
| antonym | a word that has the opposite meaning to another word, e.g. bad and good |
| bullet points | small dot symbols used to break up information |
| clause | a group of words that includes a subject and a verb |
| cohesive devices | words or phrases used to connect ideas between different parts of text |
| colon | a punctuation mark consisting of two equally sized dots placed one above the other on the same vertical line |
| ellipsis | is a series of dots that show a missing word, sentence, or whole section from a text |
| hyphen | used to link two words together, so the word or phrase makes sense and doesn't confuse the reader |
| object | the thing/person that the action is done to |
| passive voice | when the subject in a sentence is acting upon a verb |
| semi-colon | the symbol ; used in writing between two parts of a sentence |
| subject | a part of a sentence that contains the person or thing performing the action (or verb) in a sentence |
| subjunctive | a verb form or mood used to express things that could or should happen |
| synonym | a word that has the same or similar meaning to another |

Building cohesion within and across a paragraph

Transitional phrases and fronted adverbials allow us to show relationships between ideas, logically connecting sentences and paragraphs. They help to make your writing easier to read.

| addition | contrasting | giving an example |
|----------------|-----------------------|-------------------|
| Also | Although | For example |
| First | Despite that | In conclusion |
| Finally | Even so | After all |
| In addition to | Instead | In other words |
| Similarly | Otherwise | Of course |
| As well as | Besides | Especially |
| Likewise | Though | Particularly |
| Together with | | |
| time | summarising | place |
| Until now | All in all | Above |
| Soon after | In other words | Below |
| At that time | In summary | Nearby |
| Eventually | On the whole | Inside |
| Finally | Therefore | Outside |
| Until | To put it differently | Here |
| When | Generally speaking | There |
| Meanwhile | | |

End of year expectations

- I can use formal and informal language
 - I can use synonyms and antonyms
 - I can use the passive voice
 - I can use cohesive devices to link my writing
 - I can use semi-colons, colons and dashes
- I can use bullet points in lists
 - I can use hyphens

Using punctuation to separate clauses

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

Colons connect clauses within a sentence, adding detail.

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

Colons can also be used to introduce a list.

Don't forget to do your chores: the washing, ironing and dusting.

Semi-colons can be used to link two closely related clauses instead of a conjunction.

Leaves fluttered softly to the ground; a soft red carpet emerged.

Semi-colons can also be used to separate items in a list.

He checked his shopping: potatoes for the chips; beef for the burgers; tomatoes for the ketchup and apples for the pie.

A dash is often used to separate or connect two clauses in a sentence.

She ran as fast as she could—she had to catch that bus!

Using hyphens

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



man eating shark



man-eating shark