

Key Words

Modal verbs:

Modal verbs can have many uses. In most cases, they work with another verb to describe the **possibility** of something happening or to describe to what degree of **certainty** something is known.
 e.g. The rounders team **could** win the tournament
 Humpty Dumpty **will** fall off the wall.
 The most common modal verbs are: ought, can, should, shall...

Passive sentences: Use of the **passive** to affect the presentation of information in a **sentence**
 e.g. 'I broke the window in the greenhouse' versus...
 'The window in the greenhouse **was broken** by me'.

Dialogue: A conversation between two or more characters in a story.

How to punctuate dialogue:

Inverted commas at the start and end of what is being spoken.

"Help!"

Capital letter at the start of the speech.

She yelled, "Help!"

Punctuation inside the inverted commas, after the last spoken word.

"Help!"

Commas before the last or the first spoken word.

She yelled, "Help!"

Include action and description.

Use synonyms for said (better words for said)

New line - new speaker



"Zoinks," cried Shaggy nervously.
 "Run!" whimpered Scooby as he tripped over his tail.

Be a punctuation professional:

...

Use ellipsis to show a long pause for tension/suspense.
 E.g. The floorboards groaned like a menacing beast. His heart pounded. His hands shook. Sweat poured. He could feel the eyes watching him from dark corners...

!

Use exclamation marks for exclamations or surprise.
 E.g. What a lovely it is!

“ ”

Use inverted commas for speech.
 E.g. "How are you today?" asked Henry.
 "I'm great!" replied Courtney.

;

Use semi-colons to separate two independent clauses (where a co-ordinating conjunction could have been used).
 E.g. Jack's eyes slowly opened; there was no one to be seen.

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Use a colon to separate clauses. E.g The hotel was a magnificent example of Georgian architecture; the exterior was perfectly symmetrical.

Writing Non-Fiction.

Writing types: Writing newspapers recounts and persuasive arguments. Writing a précis for extended passages (longer sections of text).

Writing Fiction.

Writing in the role of characters and writing stories - including advanced character actions and correctly punctuated dialogue.

Perfect Parenthesis

Use brackets, commas or dashes to punctuate extra information and asides:

The tomb of Tutankhamen (the Ancient Egyptian pharaoh) was discovered by Howard Carter.

The advancing alien, who was speaking a martian language, looked dangerous.

The daffodils - my favourite sign of spring - swayed gently in the woodland breeze.

Use of the semi-colon, colon and dash to mark the boundary between independent clauses

E.g. It's raining; I'm fed up.

Use of the colon to introduce a list and use of semi-colons within lists

Punctuation of bullet points to list information

How hyphens can be used to avoid ambiguity [for example, man eating shark versus man-eating shark, or recover versus re-cover]

