

## Section 1 – Colons and Semi-Colons

### Colons

1. Colons can be used to introduce a list.

E.g. Three children are attending the party: David, Lydia, Stanley and Laura.

E.g. Carl has three pets: a cat, a fish and a rabbit.

2. Colons can be used to separate independent clauses when the second explains the first clause to give more information.

E.g. The weather was beautiful: it was sunny all day.

E.g. I can't wait for the weekend: I am going to my best friend's party.



### Semi-colons

1. A semi-colon can be used to separate two clauses when they have equal importance and are closely related to each other.

E.g. Michelle drives a Jaguar; Sonia drives a Porsche.

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

2. A semi-colon can be used within a list to separate longer phrases.

E.g. Last year we travelled around England: Dorchester, Dorset; Edinburgh, Scotland; and Whitby, North Yorkshire.

E.g. I have lived in many places across America: Orlando, Florida; Los Angeles, CA; and Houston, Texas.

In these examples, commas help to separate town names from more general locations, and semi-colons show which of the place names and locations are grouped together.



Both of these punctuation marks are stronger than commas but not as final as full stops.

## Section 2 – Non-fiction texts

In non-fiction texts, comments, observations, questions and rhetorical questions are used to involve the reader.

### Newspaper Reports

A newspaper report is a type of non-fiction text where a news story is found in and is designed to provide people with information about what is happening in the world.

Some features include: the name of the newspaper, the name of the article, facts, written in a formal tone, past tense, third person, paragraphs, chronological order of events and pictures with captions.

### Rhetorical questions

A rhetorical question is a question asked to make a point, rather than get an answer. They are usually designed to speak directly to the reader. They allow the reader a moment to pause and think about the question with their own response to the question.

E.g. Who wouldn't want to be a millionaire?

### Question tags

A question tag is a very short clause at the end of a statement which changes the statement into a question. For example, 'She said half price, didn't she?'

**Question Tags**

Positive sentence Negative tag: You will do it quickly, won't you?

Negative sentence Positive tag: She isn't happy, is she?

Main verb Use 'do': We went to the party, didn't we?

Pronouns: Joe and Ann are British, aren't they?

## Section 3 – Dashes

- A dash is a little horizontal line that floats in the middle of a line of text.
- It's longer than a hyphen and is commonly used to indicate a pause.
- A dash can be used in informal writing in the same way that commas or semi-colons are used – to separate clauses and to indicate that two clauses are linked together.

E.g. The film was very informative – I learned a great deal.

E.g. A toad's skin is dry and bumpy – not like the frog's smooth, wet skin!

The extra information in the sentence after the dash is known as 'parenthesis'.

Remember, brackets, dashes and commas can be used for parenthesis.

## Section 4 – Creating the right tone

The writer must create the right tone in their writing – depending on who they are writing to and what they are writing about. The tone is the feeling or attitude a writer conveys. Tone can convey the emotion and purpose of a text and it is an important tool for making writing entertaining and memorable.

You could think of tone as the expression that's on a person's face when they tell you something! Obviously, we can't use facial expressions when we are writing, so tone has to come across through things like word choice and sentence structure.

### Some examples of tone:

- Formal - uses fully structured sentences and focuses on facts.
- Informal - uses contractions and conversational phrases.
- Optimistic - uses positive and optimistic describing words.
- Assertive - uses high modality words and punchy phrases.
- Surprised - uses words that convey shock and might contain more questions or exclamations.
- Cooperative - uses friendly and encouraging phrases and avoids overly negative words like "no."

### For explanation texts:

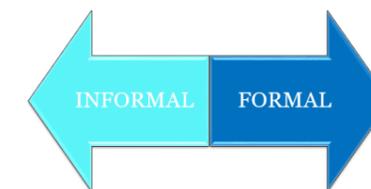
A formal tone suggests that you are serious about the topic, and that it likely contains lots of factual information.

- ✓ Third-person – Is the usual format used when conveying formal tone. Do not use the first-person point of view (I or us).
- ✓ Full Words – Do not use contractions to simplify words. When using formal writing, language should be used in its full form (in other words, use "It is" rather than "It's.")
- ✓ Complex – Formal writing is often expected to have longer sentences. If you are writing a piece of factual content, you will need to include lots of facts and figures about your topic. Each main point or opinion should be introduced, elaborated, and concluded.

## Section 5 – Register

Register is how you use language differently in various situations when speaking.

### The Spectrum of Register



Dialogue is a conversation between two or more people.



Look at this piece of dialogue:

1. "The food at our local restaurant La Tomatina is widely regarded and the mid-range prices are very reasonable". *Formal*
2. "Yummy desserts are a real bargain at that Spanish place". *Informal*

For sentence 1 you might be talking to an employer or to someone in a professional setting (e.g. doctors, offices, etc), whereas for sentence 2 you might be talking to a friend or family member as you are in a more casual and relaxed setting.