

English Knowledge Organiser – Best place in the World

Section 4 – Using punctuation for effect and to clarify meaning

Punctuation includes capital letters, commas, apostrophes, question marks, exclamation marks, quotation marks and full stops. They are all important factors in ensuring your writing is as clear and understandable as possible for the reader.

Commas

A comma separates units of meaning in a sentence.



A comma separates items in a list.

Jenna bought some apples, grapes, bananas and pears for her fruit salad.

A comma separates off a subordinate opening.

Although she was tired, Tilly went to the party.

A comma marks out a relative clause (extra information that has been added into the sentence).

The children, who were in class six, were very excited.

Apostrophe

Apostrophes have two main uses: showing possession and showing omission.



Possession - Here the apostrophe indicates that a thing or a person belongs or relates to someone or something.

E.g. Ben's party.

Omission - Here the apostrophe is used to show that letters or numbers have been omitted.

I'm (short for I am)

He'll (short for he will)

Capital Letters

Capital letters are used to show the start of a sentence.

"The day was bright and sunny"

Proper nouns are naming words for individual people, places, days of the week and months of the year.

"It was December and Kevin was excited for Christmas in New York."



Section 5 – Using rhetorical questions for effect and to draw the reader in

Rhetorical questions are used to create dramatic effect in a piece of writing, to draw the reader in or to make a point – **they do NOT require an answer.**

Examples

Why? – **Why** would anyone want to wear a compulsory uniform to school every day of the week?

Who? - **Who** could ever think that giving students homework is a good idea?

When? – **When** has your doctor ever instructed you to eat more junk food?

What? – **What** is more enjoyable – eating delicious ice cream on a hot summer's day or freezing yourself to death during a cold winter?

How? – **How** would you feel about being locked in a cage with hardly any space to move around in?

Rhetorical questions are a helpful way to get your reader thinking about a particular topic and considering a particular point of view.

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Section 1 – Organisational features of a non-fiction text

There are many different types of non-fiction writing, such as newspapers, adverts, brochures, reference books and biographies. A non-fiction text is factual.

Feature	Purpose
Title	Informs the reader of what the whole text is about
Subheadings	Informs the reader what the particular section of text is about
Bullet pointed list	To show a list of short, linked information
Numbered list	To show a list of information which must be read in chronological order
Underlining (or bold text)	Draws the reader to important words
Paragraphs	Separates the text into sections, each about one topic
Diagrams, captions and labels	Gives the reader information without the need for lots of text

Different non-fiction texts require different layouts because they have different purposes.

Some non-fiction texts are used to persuade, whilst others are used to inform.

Can you think of some examples?

Section 2 – Using expanded noun phrases to convey information

An expanded noun phrase is a phrase made up of **a noun** and **at least one adjective**.
If you list more than one adjective to describe the noun, you should add a **comma** to separate them.

lots of yummy, cold ice cream

Determiner

Used to introduce a noun to specify which one or how many; a/an, the, three, most.

Adjective

A word that describes a noun; monstrous, vivid, delightful, familiar.

Noun

A person, object or animal; garage, Henry, leopard, sofa.

An expanded noun phrase gives much more detail than a simple noun phrase.

Expanded noun phrases add extra descriptive detail to a piece of writing to engage the reader and give detail.

They are used in writing to convey complicated information in a concise manner, making it easier for the reader to understand.

Section 3 – Using adverbials to build cohesion

A variety of adverbials can be used within paragraphs to build cohesion. They do this by showing the time, place, frequency, manner or possibility of the verb being referred to.

time	place	frequency	manner	degrees of possibility
straight away	in the vicinity	occasionally	manically	almost certainly
later on	on the ground	every now and again	as quick as a flash	definitely
sometime later	beside the window	all the time	gracefully	maybe
earlier that day	somewhere far away	very often	with hope in her heart	surely
soon	all around the world	every week	stupidly	possibly
all of a sudden	over by the fence	hardly ever	cautiously	clearly
before the end of the day	out in the paddock	always	as slow as possible	obviously

They can be used at different places within the sentence, however when they are used at the beginning they are known as fronted adverbials and a comma must be used to separate them from the rest of the sentence. *Try writing some of your own.*