Section 1 -- Relative Clauses

A relative clause is a type of subordinate clause that gives extra information about a noun.

Relative pronouns can introduce relative clauses. They include: **who, which, that, whose, whom.**

For example; That's the dog **who** always gets muddy.

Sometimes we can leave out the relative pronoun. For example, we can usually leave out **who, which or that** if it is followed by a subject, e.g. *The assistant [that] **we** met was really kind.*
  (*we* = subject, can omit *that*)

We can't usually leave out the relative pronoun if it is followed by a verb.

*The assistant that **helped** us was really kind.*
  (*helped* = verb, can't omit *that*)

Section 2 – Pronouns

Pronouns take the place of nouns in a sentence and improve the cohesion of writing.
They are used to avoid repetition

Personal pronouns refer to people or objects e.g. I, you, he, she, it, we, they, me, him, her, us, them

Possessive pronouns are used to show who owns, or can be linked to, an item e.g. mine, yours, his, hers, ours, theirs

Reflexive pronouns are words ending in -self or -selves and are used when the subject and object of a sentence are the same, e.g. myself, yourself, himself, herself, itself, oneself, ourselves, yourselves, themselves
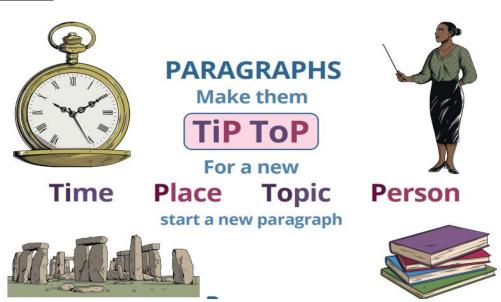
Relative pronouns are words that begin a relative clause and add extra information to a sentence, e.g. that, which, who, whose, whom, where, when

Demonstrative pronouns are words that show distance (in time or space) between a noun and the speaker. They can also show whether the noun is singular or plural, e.g. this, that, these, those

Interrogative pronouns allow a question to be asked about a noun e.g. who, whom, whose which, what

Indefinite pronouns are used when the noun is not specific, e.g. anything, anybody, anyone, something, somebody, someone, nothing, nobody, none, no one

Section 3 – Paragraphs

PARAGRAPHS
Make them
TiP ToP
For a new
Time   Place   Topic   Person
start a new paragraph

Section 4 – Punctuating Speech

Inverted commas (speech marks)
All words spoken must be enclosed by inverted commas.
Example: **"G**et off my bridge**!"** **shouted** the troll**.**
Capital letter - All direct speech must start with a capital letter.

Closing speech
You must end your direct speech with the appropriate punctuation; either a comma, full stop, question mark or exclamation mark. This punctuation must also go inside the inverted commas before the closing inverted commas.

Direct speech after a verb
If the speech follows the **verb**, a comma must be used after the verb to indicate that direct speech is about to begin. You will then end the speech with a **full stop**.
The smallest Billy Goat Gruff **said,** *"I'll go first."*

New speaker, new line!
If the direct speech in a text involves more than one speaker, a new line must be used for each new speaker. This helps the reader to follow what is being said.

Section 5 – Story openings

Story opener
A sentence to 'hook the reader' in.

Setting
Describe where your story is taking place using descriptive techniques, e.g. similes, metaphors, expanded noun phrases, a range of sentence types

Characters
Introduce your characters using descriptive techniques

Include action and dialogue
Dialogue can be used to advance the action as well as give more information about the characters and how they are feeling

Section 6 – The Writing Process

1. Generating ideas

- What do I want to write about?
- Why am I writing this?
- What do good examples of this look like?

2. Planning

- Think about the audience
- Think about what I want to include in my writing (features)
- Organise my thoughts

3. Drafting

- Use my plan to record my ideas
- Write my ideas in order
- Organise my ideas into paragraphs
- Use word mats/dictionaries to spell words correctly

4. Editing

- Reread to check it makes sense
- Correct any spelling, punctuation or grammar errors
- Can you add anything to improve it?
- Do you need to take things out to improve it?

5. Write up/publish

- Write my final piece of edited writing
- Use my best handwriting
- Keep rereading as I write to avoid mistakes
- Share my writing with my audience