

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.

- 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 independent clauses when they have equal importance and are closely related to each other.

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

- 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.

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 – Active and Passive Voice

Active	Passive
When you write in the active voice: The subject performs the action to the object .	When you write in the passive voice: The subject receives the action and the object is performing it.
The children boarded the bus .	The bus was boarded by the children .

We use the **passive voice** to draw attention to the person or thing affected by the verb.

In an active sentence the **subject** is emphasised.
In a passive sentence the **object** is emphasised.

Active sentences are used much **more often** than passive sentences. Some **passive sentences don't say who or what is doing the action** of the **verb** to the **object**. The **subject** is missing but the sentence still makes sense.

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!

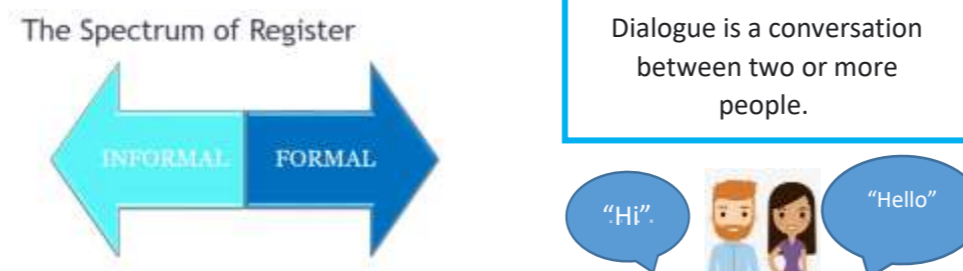
The extra information in the sentence after the dash is known as 'parenthesis'. Remember, brackets, dashes and commas can be used for parenthesis.



This QR code links to a video about using the active and passive voice with zombies, a good strategy to use to help!

Section 5 – Register

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



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.

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 reviews:

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 6 – Inverted commas in direct speech



Inverted commas are punctuation marks used to show direct speech (the exact words spoken) in a sentence.

Starting Out!	Use It!
Recognising what is being said. If Caleb told me that he wanted an ice cream, Caleb could say the words: I want an ice cream.	Now, write what is being said as direct speech. You will need to correctly punctuate the direct speech using inverted commas , a capital letter to introduce the speech, a piece of punctuation at the end of what is being said and a reporting clause to tell the reader who is speaking. "I want an ice cream," Caleb told me.

Think carefully about the punctuation you need to use before the second set of inverted commas. You might use a comma, a full stop, a question mark or even an exclamation mark! Could you write a short piece of dialogue to practise using inverted commas?

Use this QR code for a quick quiz on using inverted commas:

