



Use 'a' and 'an' correctly

The words 'a' and 'an' are called indefinite articles. If the word directly after the article begins with a consonant sound, then 'a' should be used.

a tower **a rainforest** **a loud bang**

If the word directly after the article begins with a vowel sound, then 'an' should be used.

an orangutan **an iceberg** **an hour**

Use nouns and pronouns to avoid repetition

Pronouns are words that are used in place of nouns to avoid repetition.

Stuart sauntered down the street, looking over **his** shoulder as **he** went.

The children scurried into the classroom and found **their** seats. **They** began working immediately.

Use apostrophes to show possession

Apostrophes are used to show possession.

Singular possession – An apostrophe and 's' are added.
John went to Mika's house.

Plural possession – When there is more than one (plural), an apostrophe is added after the 's'.

The girls' voices were beautiful.

Use headings and sub-headings

Headings and sub-headings are used to group a piece of writing into related, manageable sections for the reader. If a non-fiction text is about the Amazon Rainforest, the heading might be '**The Amazon Rainforest**'.

The sub-headings might be –

What is the weather like in the Amazon?
What animals live in the Amazon?
Which plants grow in the Amazon?

Use inverted commas

Inverted commas are used around direct speech. The actual words that are spoken are enclosed in the inverted commas. At the end of a piece of speech, there should be a full stop, comma, question mark, or exclamation mark before the inverted commas are closed.

"How boring!" exclaimed Jenny.

Spell homophones correctly

Homophones are words that are spelled differently and have different meanings, but they are pronounced the same (or almost the same).

Ravi went to the library for some
peace and quiet.

He went to a café and had a piece of cake.

Use the prefixes – super, -anti and -auto

Prefixes are added to the beginning of a root word to change its meaning.

super + hero = superhero

auto + biography = autobiography


anti + freeze = antifreeze

GRAMMAR





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Use co-ordinating conjunctions to join clauses

A conjunction is a word that links two words or clauses together. A co-ordinating conjunction joins two independent clauses of equal **importance**. The seven co-ordinating conjunctions are **for, and, nor, but, or, yet** and so. I asked her to hurry **but** we were too late.

Check spellings in a dictionary

Use the first three letters of a word to check a spelling using a dictionary.

1. Say the word aloud, that you are trying to spell, to identify the first three letters.
E.g. experience.
2. Take the first letter of the word and locate that section in the dictionary.
Tip – A dictionary is written in alphabetical order. E.g. For ‘experience’, locate the ‘E’ section.
3. Repeat this process for the second and third letter of the word. **E.g. Find all the words that begin with ‘ex’ and then ‘exp’.**
4. Once you find the full spelling of the word, read the definition to check that it matches the word that you wish to use.

Use subordinating conjunctions to join clauses

A subordinating conjunction is a word that links a main clause and subordinate clause together. A subordinate clause does not make sense on its own.

Zainab played her video games **after she had finished her homework.**

Although it was raining, we still played outside.

Use fronted adverbials

Fronted adverbials are words, phrases or clauses that are used at the beginning of sentences to describe the action that follows. A comma is used after a fronted adverbial.

After the storm, objects lay strewn on the beach.

In the distance, Mr Waite spotted a ship.

Without warning, the panther pounced.

Every week, I visit the local library.

Use adverbs to express time, place and manner

Adverbs are words that provide more detail about a verb, adjective, another adverb or a sentence.

Time (when/frequency)

The maths test will begin **soon**.

Place (Where)

Can you leave the chair **outside**, please?

Manner (how/why)

He **cautiously** pulled on the rope.

Use paragraphs to group related ideas

Paragraphs are a collection of related sentences that are grouped together because they are based on the same topic. They are used to show when a writer has changed time, place or topic.

A blank line is often used to separate paragraphs.

Use prepositions to express time, place and direction

Prepositions are placed before a noun or pronoun to show a relationship between that word and another part of the clause.

Time – Sophie went for a run **on Tuesday.**

Place – Ali hid **behind the wall to avoid being seen.**

Direction – His bicycle hurtled **across the bridge.**