

A sentence where the **subject** receives an action by someone/something.

Passive - The **house** was cleaned by Miss Abraham.

Active - Miss Abraham cleaned the **house**.

Semi-Colon - links closely related clauses instead of using a conjunction.

I enjoyed my run in the park this morning; I felt exhausted afterwards.

The cat sleeps in the basket; the dog sleeps on the bed.

Colon - links clauses where the second clause explains more about the first.

Mr Ali was late for work: his alarm didn't go off.

Unaccompanied refugees are left to suffer: they are orphans due to the conflict.

Dash (normally used informally) - indicates parenthesis within a sentence.

Mrs Ambris enjoyed her netball match - she played in defence.

You will need to bring the following: pyjamas for an overnight stay; slippers for the morning; and a swimming kit for the water activities.

Complete sentence - use capital letters and punctuation.
words/phrases - don't end with punctuation. Be consistent when beginning each point with capital/lower case letters.

A **re-formed** music group
His **long-standing** friend
Please **re-cover** the book.

. ? , ! ' .. " " - () : ;

Creating **cohesion** means 'tying' our words, phrases, sentences and **paragraphs** together, to ensure the text 'flows'.

This 'flow' can be accomplished by using **pronouns to avoid repetition** (Ali and Tom wanted the apple. They couldn't wait).

Conjunctions to link ideas and **adverbs and adverbials to convey time, place or reason**. Eventually, they agreed to share the apple because they wanted to stay friends.

Although he was wealthy, he was still unhappy.

He was still unhappy **although** he was wealthy.

Year 6

- Use subordinate clauses to write complex sentences.
- Use passive voice where appropriate.
- Use expanded noun phrases to convey complicated information concisely (e.g. The fact that it was raining meant the end of sports day).
- Use a sentence structure and layout matched to requirements of text type.
- Use semi-colon, colon or dash to mark the boundary between independent clauses.
- Use colon to introduce a list and semi colon within a list.
- Use correct punctuation of bullet points.
- Use hyphens to avoid ambiguity.
- Use full range of punctuation matched to requirements of text type.
- Use wide range of devices to build cohesion within and across paragraphs.
- Use paragraphs to signal change in time, scene, action, mood or person.

TiP ToP
Time Person Topic Place

coordinating conjunctions

Connects two main clauses.
for, and, nor, but, or, so, yet

inverted commas

Inverted commas are used to indicate direct speech
"Did you hear that noise?"
whispered Sam.

modal verbs

Express the certainty, ability, or obligation of other verbs.
will, would, may, might, can, could,
must, ought to, shall, should

ellipsis

Used to create suspense.
Without a second thought, we entered the dark, eerie house ...

subordinating conjunctions

Connects a subordinate clause to a main clause
as if, because, unless, since, even if, when, whenever, wherever, whereas, while, rather than, until

Year 6 Writing Toolkit



fronted adverbials

Used at the start of a sentence to describe manner, time or place.
Must be followed by a comma.

In the early morning,
With great caution,

relative clause

Uses a relative pronoun (who, whom, whose, which, that) to add additional information.

The book, that I borrowed from the library, is due back tomorrow.

parenthesis

We can use brackets (), dashes - or commas , to add additional information into the main clause.

After lunch (around 1pm) we will finish our history lesson.

apostrophe for possession

the girl's eyes (shows singular possession)

the girls' eyes (shows plural possession)

semicolon

A piece of punctuation which connects two independent but separate main clauses.

My homework is due tomorrow; I need to find my pen.

passive voice

A sentence where the subject receives an action by someone/something.

Active: The school arranged a visit.
Passive: A visit was arranged by the school.

apostrophe for contraction

Apostrophes shows where the letters would be if the word was written in full.

cannot → can't

colon

Used to introduce a list.

When I go shopping, I need: milk, bread, eggs, cheese and meat.