

**Semi-colons & Colons** used for lists

**We visited many large cities on our trip: Cardiff, Bristol, Exeter and Truro.**

**We had everything we needed for the cake: eggs, flour, butter and sugar.**

- A colon can introduce a list of items.
- The first part of the sentence **must make sense on its own.**

**The wizard had three choices: ask the King, who never showed mercy; make himself invisible and hope that they went away; or run for his life.**

- If a list contains long phrases or clauses, a semi-colon can be used instead of commas in between items on the list to prevent confusion.

**Commands, Questions, Statements and Exclamations**

*Commands* begin with an imperative verb. **Wash your hands.**

*Questions* expect an answer in return. **Did you enjoy the trip?**

*Statements* tell the reader something.  
The leaves fall off trees in autumn.

*Exclamations* exclaim something. Usually start with 'what' or 'how'  
**What a good dog he is!**

**Passive & Active Voice**

**Active The cat chased the mouse.**

**Passive The mouse was chased by the cat.**

Top Tip: If you can add 'by zombies' after the verb and it still makes sense, it's probably a passive sentence!

**Prepositions**

A word that tells you where or when something is in relation to something else.

E.g. after, before, on, under, inside, outside, behind, around

**Modal Verbs**

Show degree of certainty or possibility.

could, should, would, might, often, ought, can, definitely

**Apostrophes**

Possession: Shows us that something belongs to the subject.

My Mum's bag.

Omission: Shows us that a letter/s has been missed out to create informality.

Don't do that.

Do not do that.

**Hyphens**

Hyphens are used to avoid confusion being caused by certain words or phrases.



Man eating shark.

Man-eating shark.

**Semi-colons & Colons** used to join clauses

**Squash is a fast game; bowls is much slower.**

**Heavy snow was followed by icy winds; consequently, the first race of the season was cancelled.**

- You can use a semi-colon to show a close link between clauses.
- A semi-colon can only join **independent clauses** together – meaning they **both** have to make sense on their own.

**We are facing a terrible problem: we have run out of chocolate.**

**Bats are excellent hunters: they track small insects using echo-location.**

- Colons can be used after a statement to provide a **clarification**.
- The second part of the sentence could be an **explanation** or a **specific example**.

**Dashes – (Brackets) Commas,**

Used within a sentence to add additional information.

**The cat – that didn't belong to me – was black.**

**The cat (that didn't belong to me) was black.**

**The cat, that didn't belong to me, was black.**

- Dashes don't have to come as a pair

**Greg won the competition – much to his surprise.**

Comma

**Parts of speech**

Punctuation inside inverted comma

The child asked, "What are your plans for the weekend?"

Inverted Comma

Capital letter

Inverted Comma