

<p><b>Active and Passive Voice</b></p> <p>The <u>subject</u> is the thing or person that performs the verb (action).</p> <p>The <u>object</u> is the thing or person that is affected by the verb (action).</p> <p><b>Active: Subject → Verb → Object</b></p> <p>The cat was chasing the mouse. Rob dropped the cup. Sally painted the picture.</p> <p><b>Passive: Object → Verb → Subject</b></p> <p>The mouse was chased by the cat. The cup was dropped by Rob. The picture was painted by Sally.</p> <p><b>You might need to add a couple of words!</b></p>	<p><b>Cohesive devices</b></p> <p>Cohesive devices help our writing to 'flow' and the paragraphs to 'link together'. <i>Repetition</i> can help emphasise certain points, to highlight important information. However, <i>pronouns</i> can also be used to avoid unnecessary repetition. <i>Adverbials</i> can help us structure our work further and making clear where, when or how things happened. <i>Ellipsis</i> is when we miss out unnecessary words entirely.</p>		
<p><b>Subjunctive</b></p> <p>The subjunctive is a verb form or mood used to express things that could or should happen. It is used to express wishes, hopes, commands, demands or suggestions.</p> <p>It is an example of formal writing.</p> <p>We add <u>were</u> to 'I'. We add <u>be</u> to 'they'. For 'he' or 'she' we take the 's' off the verb.</p> <p><i>If I were you I'd accept.</i> <i>I demand that they be counted again!</i> <i>I suggested that he face up to the consequences.</i></p>	<p><b>Semi-colons</b></p> <p>These are used to separate two main clauses that are closely linked and could make sense by themselves.</p> <p><i>I have a big test tomorrow; I can't go out!</i> <i>Sam likes to swim; Joseph likes to skate.</i></p>	<p><b>Colons</b></p> <p>These are used at the end of a clause to show that an answer, elaboration or explanation follows.</p> <p><i>I need the following: milk, cheese and butter.</i> <i>The invitations were sent out: there were 200 replies!</i> <i>John opened the drawer: it was empty.</i></p>	<p><b>Dashes</b></p> <p>Dashes create a break in a sentence, to show extra information in an embedded clause or to show a sharp break between two clauses.</p> <p><i>The film was very informative – I learned a great deal.</i> <i>Playing in Dan's garden – which is huge – is always fun!</i></p>
<p><b>Bullet points</b></p> <p>These are used for making lists – a set of questions, a list of nouns or a checklist of things to do.</p> <ul style="list-style-type: none"> <li>• If your bullet point is a full sentence, use capital letters and full stops.</li> <li>• If it is a list of common nouns, they don't need capital letters. You can separate them with semi-colons.</li> </ul>	<p><b>Ellipsis (dot dot dot!)</b></p> <p>Ellipsis can be used to show trailing off of thoughts or to show suspense.</p> <p><i>I know that I've seen my keys somewhere...</i> <i>If only she hadn't opened the door...</i> <i>'I decided to...but then I left'.</i></p> <p>They can also be shown to show missing words.</p>		

	past	present	future
<b>simple</b>	<p>Describes an action which is now complete.</p> <p><b>I played tennis.</b></p>	<p>Describes a repeated action.</p> <p><b>I play tennis.</b></p>	<p>Describes an action which is planned to take place in the future.</p> <p><b>I will play tennis.</b></p>
<b>continuous</b>  (also called progressive)	<p>Describes an action which happened in the past over a length of time.</p> <p><b>I was playing tennis.</b></p>	<p>Describes an action that is happening now.</p> <p><b>I am playing tennis.</b></p>	<p>Describes an action that will be happening for a length of time.</p> <p><b>I will be playing tennis.</b></p>
<b>perfect</b>	<p>Describes an action that had happened before another action took place.</p> <p><b>I had played tennis.</b></p>	<p>Describes an action that has happened.</p> <p><b>I have played tennis.</b></p>	<p>Describes an action which will be finished before another action takes place.</p> <p><b>I will have played tennis.</b></p>
<b>perfect continuous</b>  (also called progressive)	<p>Describes an action that had been happening before another action.</p> <p><b>I had been playing tennis.</b></p>	<p>Describes an action that has started in the past and is continuing.</p> <p><b>I have been playing tennis.</b></p>	<p>Describes an action which happens over time before another future action takes place.</p> <p><b>I will have been playing tennis.</b></p>