

Reynolds Academy – Stage 6 English Knowledge Organiser

Passive vs Active voice

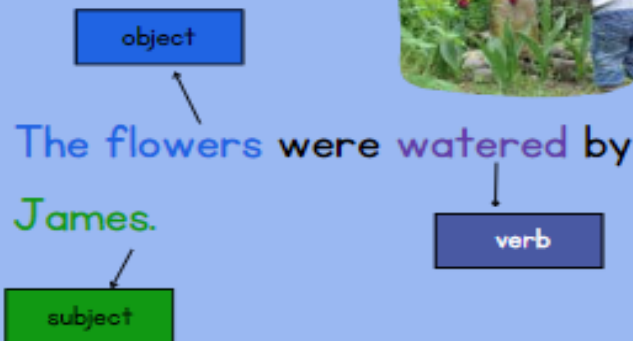
In the majority of cases, a sentence requires three elements: a subject, a verb and an object.

James watered the flowers.



The subject is normally the person or thing that is carrying out the action.

The sentence above is written in **active voice** because the subject (James) is carrying out the action (watered).



This sentence is written in **passive voice** because it tells us that the subject (James) has the action done to him.

Building cohesion within and across paragraphs

In the majority of cases, a sentence requires three elements: a subject, a verb and an object.

Number/frequency	Time	Place	Exception
Firstly, Secondly, Finally, Occasionally, Rarely, Often,	In the beginning, Only yesterday, Meanwhile, Simultaneously, Straight away, Presently,	Around here, In the city, Beyond the wall, Beside the table, Inside the cave, Above the fireplace,	Despite this, Even though, Aside from, However, Besides, Excluding,
Cause and effect	Contrast/comparison	Clarification	Emphasis/addition
As a result, Subsequently, Therefore, Consequently, Due to... For this reason,	On the other hand, Alternatively, In contrast, In comparison, However, Nevertheless,	In fact, In other words, Above all, For instance, To summarise, In conclusion,	Most importantly, Above all else, As well as... In addition, Furthermore, Moreover,

Ellipsis (...)

This punctuation is used to create suspense by adding a pause before the end of the sentence.

She opened the door to find...

Or to show the trailing off of a thought.

I know he deserved it but...



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Hyphens

Hyphens are used to avoid ambiguity (something possibly having more than one meaning).

Man eating shark.



Man-eating shark.



Hyphen

Formal and Informal vocabulary.

<u>Formal (standard English)</u>	<u>Informal (slang and contractions)</u>
<u>Used when:</u>	<u>Used when:</u>
<ul style="list-style-type: none"> Presenting an award Writing a letter of complain Writing a report Writing a letter of application 	<ul style="list-style-type: none"> Talking to friends Writing an email to friends/family Sending a text Writing a personal diary
Establish	Set up
Nevertheless	Anyways
Consider	Think about
I regret to inform you	I hate to tell you this
Require	Need

Synonyms and antonyms

Two words are **synonyms** if they have the same meaning, or similar meanings.

Two words are **antonyms** if their meanings are opposites.

Word	Synonym	Antonym
Furious	Angry	Calm
Gather	Collect	Scatter
Gratitude	Thankfulness	Ungratefulness

Subjunctive verb form

When this is used writing sounds more formal. It is used to express wishes, hopes, commands, demands or suggestions.

If I **were** able to go to your party, I would.

I wish you **were** able to go.

The subjunctive doesn't change according to the person (I, you, he, her etc.)

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Colons and semi-colons to separate independent clauses

Semi-colons (;), colons (:) and dashes (-) can be used to separate the boundary between two clauses.

Colons (:)

Separate two independent clauses (make sense by themselves) when the second clause explains or illustrates the first clause.

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

Explanation

Colon

Semi-colons (;)

Separate two closely related independent clauses instead of using a conjunction.

We lost the ball too many times and we lost the game.

Coordinating conjunction

Becomes:

We lost the ball too many times; we lost the game.

Semi-colon replaces conjunction

Dashes (-)

Separates two independent clauses (more commonly used in informal writing).

My younger brother can be good fun - he can also be a complete pain.

Dash

Colons and semi-colons in a list

A semi-colon can be used in a descriptive list where the list items themselves already contain commas. The colon introduces the list.

Colon to introduce

You will need to bring the following: sleeping bag, pillow and pyjamas for the overnight stay; water bottle, waterproof jacket, sweatshirt and walking boots for the afternoon trek; and a swimming kit for the river activities.

Semi-colons to separate. Note that when using semi-colons, we use one before 'and'.

Bullet points

Bullet points are little markers at the start of a line which are used to separate items in a list.

You will need:

- tea bags;
- milk;
- water;
- kettle;
- mug;
- teaspoon;
- sugar.

Colon

Semi-colon

Full stop

Stem (an introductory phrase or title for the list).

Bullet points

If your list has a stem followed by a colon, each item needs a semi-colon except the last, which has a full stop.

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Active voice	The sentence begins with the subject (person or thing) performing the action.
Adverbial	A word or phrase expressing time, place or manner.
Ambiguity	Could have more than one meaning.
Antonym	Two words are antonyms if their meanings are opposite.
Bullet points	Little markers at the start of a line which are used to separate items in a list.
Cohesion	'Tying' words, phrases and sentences together to create a piece of writing which is clear and logical to the reader.
Colon	Punctuation mark used to introduce a list or to separate two independent clauses.
Dash (one)	Punctuation mark used to separate two independent clauses.
Ellipsis	Punctuation mark used to show a pause at the end of a sentence, a thought trailing off or missing words.
Hyphen	Punctuation mark used to join words.
Independent clause	A clause which makes sense on its own.
Object	A noun, pronoun or noun phrase that comes straight after the verb and shows what the verb is acting upon.
Passive voice	The object begins the sentence. The cat was chased by the man.
Semi-colon	Punctuation mark used to separate two independent clauses or in a list of items which already contains commas.
Subject	The noun, noun phrase or pronoun that names the 'do-er' or 'be-er' in a sentence. The man chased the cat.
Subordinate clause	It is dependent on a main clause. It doesn't make sense on its own. After she picks me up, Mum is taking me out.
Synonym	Two words are synonyms if they have the same meaning, or similar meaning.