

## 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



# 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.

## hyphen

Used to clarify the meaning of a word or phrase and avoid ambiguity in writing.

A re-formed music group.  
His long-standing friend.

## 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.