

Word	Sentence	Text	Punctuation	Terminology
<p>The difference between vocabulary typical of <b>informal speech</b> and vocabulary appropriate for <b>formal speech</b> and writing (e.g. <i>find out – discover; ask for – request; go in – enter</i>)</p> <p>How words are related by meaning as <b>synonyms</b> and <b>antonyms</b> (e.g. <i>big, large, little</i>)</p>	<p>Use of the <b>passive</b> to affect the presentation of information in a sentence (e.g. <i>I broke the window in the greenhouse</i> versus <i>The window in the greenhouse was broken [by me]</i>).</p> <p>The difference between structures typical of informal speech and structures appropriate for formal speech and writing (such as the use of question tags, e.g. <i>He's your friend, isn't he?</i>, or the use of <b>subjunctive forms</b> such as <i>If I <u>were</u></i> or <i><u>Were they</u> to come</i> in some very formal writing and speech)</p>	<p>Linking ideas across paragraphs using a wider range of <b>cohesive devices</b>: repetition of a word or phrase, grammatical connections (e.g. the use of <b>adverbials</b> such as <i>on the other hand, in contrast, or as a consequence</i>), and <b>ellipsis</b></p> <p>Layout devices, such as headings, sub-headings, columns, bullets, or tables, to structure text</p>	<p>Use of the <b>semi-colon, colon and dash</b> to mark the boundary between independent <b>clauses</b> (e.g. <i>It's raining; I'm fed up</i>)</p> <p>Use of the <b>colon</b> to introduce a list</p> <p>Punctuation of <b>bullet points</b> to list information</p> <p>How <b>hyphens</b> can be used to avoid ambiguity (e.g. <i>man eating shark</i> versus <i>man-eating shark</i>, or <i>recover</i> versus <i>re-cover</i>)</p>	<p><b>subject</b></p> <p><b>object</b></p> <p><b>active</b></p> <p><b>passive</b></p> <p><b>synonym</b></p> <p><b>antonym</b></p> <p><b>ellipsis</b></p> <p><b>hyphen</b></p> <p><b>colon</b></p> <p><b>semi-colon</b></p> <p><b>bullet points</b></p>