



### Common errors

There	Their	They're	Was	Were	Your	You're	Being	Been	Two	Too	To
She was stood over there.	Their performance was wonderful.	They're going to do some excellent work.	He was feeling great.	They were feeling great.	Your enterprise activity made lots of money.	You're going to do really well.	She was being quiet.	I have been on a trip to Barcelona.	The two girls threw the ball between them.	I am too busy.	I am going to the shop.

### Can I spell accurately?

- Sound out the word
- Think about how it looks
- Think about a similar word
- Is there a memory sentence for this word? (e.g. big elephants cannot always use small exits)
- Find the word in a list –
  - Key words list
  - Frequently used words list
  - Your own word bank
- Look it up in a dictionary/ use spell check
- Ask a friend or teacher
- To learn it: look, say, cover, write, check
- Once you've solved it, add the correct spelling to your own word bank.

### Can you use a range of sentence structures? (To develop and clarify meaning, create deliberate effects and vary pace)

- Simple sentences:** contains a subject and a verb and can contain an object
- Sarah likes to read in the library.
  - Tom enjoys reading at home.
- Compound sentences:** joins two simple sentences using the connectives: for, and, nor, but, or, yet, so.
- Sarah likes to read in the library but Tom prefers to read at home.
- Complex sentences:** A complex sentence contains a conjunction such as because, since, after, although, or when.
- Because Robert felt tired, he only studied for an hour.
  - Although the rain had stopped, the pitch was still water-logged.
  - Paul enjoys Music, however, he is more proficient in Art.

### Can you use apostrophes accurately?

- ✓ **Apostrophes are used to show omission - when one or more letter is missed out.**  
E.g. Do not becomes Don't. The apostrophe shows that the letter 'o' is missing.
  - ✓ **Apostrophes are used to show possession.**  
E.g. Moneeb's shoes were very smart. The apostrophe shows that the shoes belong to Moneeb.
  - ✓ **If more than one person owns something, the apostrophe goes in a slightly different place.**  
E.g. The boy's shoes = one boy owns a pair of shoes.  
The boys' shoes = lots of boys own shoes.
- What is the exception to the rule?**  
Possessive its NEVER needs an apostrophe. E.g. The cat ate all its food.

### Can I write in paragraphs?

#### The TIPTOP rule

Start a new paragraph when you change

TiP

ToP

Change of TIME

Change of PLACE

- Start with a topic sentence which tells the reader what the paragraph is about.
- Now develop your ideas and add detail.

### How can you improve your technical accuracy?

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**Can you use punctuation accurately?**  
(To vary sentences and texts, vary pace, clarify meaning and create deliberate effects)



Have you **proofread** your work using the strategies outlined in your planner?

#### Check you've done these things!

- I always start an essay with an introduction which addresses the question.
- I finish an essay with a conclusion to summarise the main points of my argument and to address the question again.
- I use connectives in each paragraph to link my ideas and to put them in a logical order.

### Can you link your ideas?

<b>Sequence</b> (when writing about a process in stages) initially, firstly, then, so far, lastly, following, finally, once, secondly, next, after(wards), meanwhile, in the end, since, previously, later, prior to, subsequently, eventually, to begin with	<b>Contrast</b> (when you show the difference between one thing and another) but, whereas, however, otherwise, nevertheless, although, alternatively, apart from, yet, to balance this, though, despite this, albeit, on the other hand, disproving, on the contrary, it is doubtful, the opposite, instead, all the same	<b>Cause and Effect</b> (when you show that something has happened as a result of something else) consequently, since, thus, until, hence, whenever, because, as long as, as effectively, therefore, of course, accordingly, depending upon, eventually, necessarily, it may happen (that), in the course of things	
<b>Addition</b> (when you add another point) and, and then, also, what is more, furthermore, moreover, in addition, as well as, too, to complement, again, the following	<b>Comparison</b> (when you show similarities between one thing and another) comparatively, compared with, in contrast, to balance this, Likewise, by way of, an equivalent, in the same way, in comparison with, similarly, equally	<b>Summary</b> (when you outline what you have covered) In brief / in short, to conclude, on the whole, in conclusion, in all / overall, after all	<b>Conclusion</b> (when you end your writing and show what you have found) to sum up, finally in a nutshell, in the end, in conclusion, ultimately
<b>Illustration</b> (when you give an example of a point) to show that, to take the case of, as, this is to say, as revealed by, in other words, for example, such as, thus, for instance	<b>Persuasion</b> (when you try to change someone's opinion) of course, surely, clearly, no wonder, naturally, certainly, evidently, undoubtedly, obviously, (un)fortunately	<b>Emphasis</b> (when you make a strong point) Above all, more important, notably, in fact, in particular, indeed, specifically, especially	