



# Year 6: Grammar, Punctuation and Spelling



## Cohesive Devices

A text has cohesion if:

- It is **clearly organised** so the readers can find their way round the ideas.
- It includes **words and phrases that act like 'signposts'**, helping the reader to follow the author's train of thought.
- The writing **'holds together'**, so that it is easy to read and understand.

## Conjunctions and Adverbials to build Cohesion

A	although, as, after
W	where, wherever, when, whenever, while
H	however, how
I	if
T	though, thank
E	even if, even though
B	before, because
U	until, unless
S	so that, since

## Punctuation

.	full stop	()	brackets	,	comma
!	exclamation mark	“”	inverted commas	:	colon
?	question mark	'	apostrophe	;	semi-colon
...	ellipsis	-	hyphen	—	dash

## Formal and Informal

formal = a more official, serious language style where correct grammar must always be used, following Standard English

informal = a more relaxed, personal style of language; slang words and abbreviations are more accepted here

Formal	Informal
spectacles to receive	glasses to get
it is my opinion that...	I think that...

## Subjunctive Form

The subjunctive is a specific verb form used to express when something is wished rather than an actual situation. It is often used to express a desirable situation.

If I **were** you, I'd hurry to finish my homework.

If I **were** a princess, I'd eat chocolate for breakfast every day.

The auxiliary verb 'were' is used in the subjunctive; it is often confused with 'was'.

## Colons, Semi-Colons and Dashes to separate clauses

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

Colons for extra information:

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

The first section describes the subject and the second adds extra information.

A semi-colon can be used in place of a conjunction where we want the writing to flow and where clauses are closely related:

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

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

A dash is often best used to summarise or to emphasise a point:

The use of nuclear weapons during WWII is much debated and discussed - it was a hostile event.

I pay all of the bills - she had all of the fun!

## Layout Devices

For some pieces of writing, you will be required to use different layouts. These may include the use of headings and sub-headings (to group your ideas), bullet points (to make lists), columns (when writing a newspaper report) or diagrams and/or tables (to evidence your research and writing with facts).



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## Active and Passive

The order in which a sentence is written determines whether it is written in the active or passive.

You need to be able to identify the verb, the subject and the object:

The verb is the action, doing or being word.

The subject is the person or thing performing the verb.

The object is the person or thing having the verb done to it.

**The man ate the ice-cream.**

Step 1 - Find the verb

Step 2 - Find the subject

Step 3 - Find the object

If the sentence is ordered SVO, it is written in the active voice. If the sentence is ordered OVS, it is written in the passive voice.

Top Tip: Always label the sentence you're working on!

Active	Passive
The girl threw the stone.	The stone was thrown by the girl.
The detective discovered vital clues.	Vital clues were discovered by the detective.

The passive voice requires an auxiliary verb: is, was, will, are, were

## Hyphens

Hyphens are used to avoid ambiguity or confusion over certain words or phrases.

Example:

**re-cover** (means to put a new cover over something) **recover** (means to get well again)

Hyphens can be used to join a prefix to a root word, especially if the prefix ends in a vowel and the root words starts with a vowel. This is less common than it used to be able one-word forms are becoming more usual.

Example:

**cooperate** rather than **co-operate**

Compound adjectives are two or more words that together make an adjective. When they come directly before a noun, they have a hyphen to show that the words make one adjective.

Example:

**long-term, cold-blooded, well-known**

## Year 5 and 6 Word List

accommodate	conscience	existence	muscle	rhythm
accompany	conscious	explanation	necessary	sacrifice
according	controversy	familiar	neighbour	secretary
achieve	convenience	foreign	nuisance	shoulder
aggressive	correspond	forty	occupy	signature
amateur	criticise	frequently	occur	sincere
ancient	curiosity	government	opportunity	sincerely
apparent	definite	guarantee	parliament	soldier
appreciate	desperate	harass	persuade	stomach
attached	determined	hindrance	physical	sufficient
available	develop	identity	prejudice	suggest
average	dictionary	immediate	privilege	symbol
awkward	disastrous	immediately	profession	system
bargain	embarrass	individual	programme	temperature
bruise	environment	interfere	pronunciation	thorough
category	equip	interrupt	queue	twelfth
cemetery	equipped	language	recognise	variety
committee	equipment	leisure	recommend	vegetable
communicate	especially	lightning	relevant	vehicle
community	exaggerate	marvellous	restaurant	yacht
competition	excellent	mischievous	rhyme	