# Pie Corbett's teaching guide for progression in writing year by year

developed with the South2together writing project

# Reception



Text Structure	Sentence Construction	Word Structure / Language	Punctuation	Terminology
Introduce:	Introduce:	Introduce:	Introduce:	Introduce:
Planning Tool –Story map /story	Simple sentences	Determiners	Finger spaces	Finger spaces
mountain		the		
	Simple Connectives:	а	Full stops	Letter
Whole class retelling of story	and	my		
	who	your	Capital letters	Word
Understanding of beginning/ middle	until	an		
/ end	but	this		Sentence
		that		
Retell simple 5-part story:	Say a sentence, write and	his		Full stops
Once upon a time	read it back to check it	her		
First / Then / Next	makes sense.	their		Capital letter
But		some		
So	Compound sentences using	all		Simile – 'like'
Finally,happily ever after	connectives (coordinating			
	conjunctions)	Prepositions:		
Non-fiction:	and / but	up		
Factual writing closely linked to a	-'ly' openers	down		
story	Luckily / Unfortunately,	in		
		into		
Simple factual sentences based	'Run' - Repetition for rhythm:	out		
around a theme	e.g.	to		
Names	He walked and he walked	onto		
Labels	Repetition in description e.g.	Adjectives e.g. old, little, big,		
Captions	a lean cat, a mean cat	small, quiet		
Lists		Adverbs e.g. luckily,		
Diagrams		unfortunately, fortunately		
Message		Similes – using 'like'		

Text Structure	Sentence Construction	Word Structure/Language	Punctuation	Terminology
Consolidate Reception list	Consolidate Reception list	Consolidate Reception list	Consolidate	Consolidate:
	(See Connectives and Sentence	_	Reception list	
Introduce:	Signposts doc.)	Introduce:		Finger spaces
	Introduce:	Prepositions:	Introduce:	
Fiction:	Types of sentences:	inside	Capital Letters:	Letter
	Statements	outside	Capital letter for	
Planning Tools: Story map / story	Questions	towards	names	Word
mountain	Exclamations	across		
(Refer to Story-Type grids)		under	Capital letter for the	Sentence
	Simple Connectives:		personal pronoun I	
Plan opening around character(s),	and	Determiners:		Full stops
setting, time of day and type of	or	the a my your an this	Full stops	
weather	but	that his her their some		Capital letter
	so	all lots of many more	Question marks	
Understanding - beginning /middle	because	those these		Simile – 'like'
/end to a story	so that		Exclamation marks	
<b>Understanding</b> - 5 parts to a story:	then	Adjectives to describe		
	that	e.g. The <b>old</b> house	Speech bubble	
Opening	while	The <b>huge</b> elephant		
Once upon a time	when		Bullet points	
	where	Alliteration		
Build-up	Also as openers:	e.g. dangerous dragon		
One day	While	slimy snake		
	When			
Problem / Dilemma	Where	Similes using asas		
Suddenly,/ Unfortunately,	-'ly' openers	e.g. as tall as a house		
	Fortunately,Unfortunately,	as red as a radish		
Resolution	Sadly,			
Fortunately,	Simple sentences e.g.			Introduce:
	I went to the park.	Precise, clear language to		
Ending	The castle is haunted.	give information e.g.		Punctuation
Finally,	Embellished simple sentences	First, switch on the red		

	using adjectives e.g.	button.	Question mark
	The giant had an enormous beard.	Next, wait for the green	
	Red squirrels enjoy eating delicious	light to flash	Exclamation mark
	nuts.		
Non-fiction:			Speech bubble
(Refer to Connectives and Sentence	Compound sentences using		
Signposts document for	connectives (coordinating	Regular <b>plural noun</b>	Bullet points
Introduction and Endings)	conjunctions)	suffixes –s or –es	
	and/or/ but/so e.g.	(e.g. dog, dogs; wish,	Singular/ plural
Planning tools:	The children played on the swings	wishes)	
text map / washing line	and slid down the slide.		Adjective
	Spiders can be small <b>or</b> they can be	<b>Suffixes</b> that can be added	
Heading	large.	to <b>verbs</b> (e.g. helping,	Verb
	Charlie hid <b>but</b> Sally found him.	helped, helper)	
Introduction	It was raining <b>so</b> they put on their		Connective
Opening factual statement	coats.	How the <b>prefix</b> un-	
		changes the meaning of	Alliteration
Middle section(s)	Complex sentences:	verbs and adjectives	
Simple factual sentences around a	Use of 'who' (relative clause)	(negation, e.g. unkind, or	Simile – 'as'
them	e.g.	undoing, e.g. untie the	
	Once upon a time there was a little	boat)	
Bullet points for instructions	old woman <b>who</b> lived in a forest.		
	There are many children <b>who</b> like		
Labelled diagrams	to eat ice cream.		
Ending	'Run' - Repetition for rhythm e.g.		
Concluding sentence	He walked and he walked and he walked.		
	Repetition for description		
	e.g.		
	a lean cat, a mean cat		
	a green dragon, a fiery dragon		

Text Structure	Sentence Construction	Word	Punctuation	Terminology
		Structure/Language		
Consolidate Year 1 list	Consolidate Year 1 list	Consolidate Year 1 list	Consolidate Year 1	Consolidate:
Introduce:	Introduce:	Introduce:	list	
	(See Connectives and Sentence		Introduce:	Punctuation
Fiction	Signposts doc.)	Prepositions:		<ul> <li>Finger spaces</li> </ul>
Secure use of planning tools: Story map		behind above along	Demarcate	• Letter
/ story mountain / story grids/ 'Boxing-	Types of sentences:	before between after	sentences:	• Word
up' grid	Statements		Capital letters	• Sentence
(Refer to Story Types grids)	Questions	Alliteration		• Full stops
	Exclamations	e.g. wicked witch	Full stops	Capital letter
Plan opening around character(s),	Commands	slimy slugs		Question mark
setting, time of day and type of weather			Question marks	Exclamation
	-'ly' starters	Similes usinglike		mark
Understanding 5 parts to a story with	e.g. Usually, Eventually, Finally,	e.g.	Exclamation marks	Speech bubble
more complex vocabulary	Carefully, Slowly,	like sizzling sausages		Bullet points
		hot like a fire	Commas to separate	• Bullet politis
Opening e.g.	Vary openers to sentences		items in a list	Singular/ plural
In a land far away		Two adjectives to		Siligular/ piurar
One cold but bright morning	Embellished simple sentences using:	describe the noun	Comma after –ly	Adjective
Build-up e.g.	adjectives e.g. The boys peeped	e.g.	opener	Verb
Later that day	inside the dark cave.	The scary, old woman	e.g.	Connective
Problem / Dilemma e.g.	adverbs e.g. Tom ran quickly down	Squirrels have long,	Fortunately,Slowly,	Alliteration
To his amazement	the hill.	bushy tails.		Simile – 'as'/ 'like'
Resolution e.g.				Sittlife – as / like
As soon as	Secure use of compound sentences	Adverbs for	Speech bubbles	
Ending e.g.	(Coordination) using connectives:	description	/speech marks for	
Luckily, Fortunately,	and/or/but/so	e.g.	direct speech	
	(coordinating conjunctions)	Snow fell gently and		
Ending should be a section rather than		covered the cottage in	Apostrophes to mark	Introduce:
one final sentence e.g. suggest how the	Complex sentences (Subordination)	the wood.	contracted forms in	introduce:
main character is feeling in the final	using:		spelling	Anastropho
situation.	Drop in a relative clause:	Adverbs for	e.g. don't, can't	Apostrophe
				(contractions only)

Non-Fiction (Refer to Connectives and Sentence Signposts document for Introduction and Endings)

#### Introduce:

Secure use of planning tools: Text map / washing line / 'Boxing –up' grid Introduction:

Heading Hook to engage reader Factual statement / definition Opening question

#### Middle section(s)

Group related ideas / facts into sections
Sub headings to introduce sentences
/sections
Use of lists – what is needed / lists of

steps to be taken Bullet points for facts
Diagrams Ending
Make final comment to reader
Extra tips! / Did-you-know? facts / True
or false?

The consistent use of **present tense** versus **past tense** throughout texts

Use of the **continuous** form of **verbs** in the **present** and **past tense** to mark actions in progress (e.g. *she is drumming, he was shouting*)

who/which e.g.

Sam, **who** was lost, sat down and cried.

The Vikings, **who** came from Scandinavia, invaded Scotland.

The Fire of London, **which** started in Pudding Lane, spread quickly.

# Additional subordinating conjunctions:

what/while/when/where/ because/ then/so that/ if/to/until e.g. **While** the animals were munching breakfast, two visitors arrived During the Autumn, **when** the weather is cold, the leaves fall off the trees.

#### Use long and short sentences:

Long sentences to add description or information. Use short sentences for emphasis.

#### **Expanded noun phrases**

e.g. lots of people, plenty of food

#### List of 3 for description

e.g. He wore old shoes, a dark cloak and a red hat.

African elephants have long trunks, curly tusks and large ears.

information e.g.

Lift the pot carefully onto the tray.
The river quickly flooded the town.

Generalisers for information, e.g.

Most dogs....
Some cats....

Formation of **nouns** using **suffixes** such as – ness, –er

Formation of adjectives

using **suffixes** such as – ful, –less

(A fuller list of **suffixes** can be found in the spelling appendix.)

Use of the **suffixes** –er and –est to form comparisons of **adjectives** and **adverbs** 

**Commas for description** 

'Speech marks'

Suffix

**Verb** / adverb

Bossy verbs

Tense (past, present, future)

Adjective / noun

Generalisers

Text Structure	Sentence Construction	Word / Language	Punctuation	Terminology
Consolidate Year 2 list	Consolidate Year 2 list	Consolidate Year 2 list	Consolidate Year	Consolidate:
Introduce:	Introduce:		2 list	
		Introduce:	Introduce:	Punctuation
Fiction	Vary long and short sentences:			<ul> <li>Finger spaces</li> </ul>
Secure use of planning tools:	Long sentences to add description or	Prepositions	<b>Colon</b> before a	• Letter
Story map /story mountain / story grids	information.	Next to by the side of	list e.g. What you	Word
/ 'Boxing-up' grid	Short sentences for emphasis and	In front of during	need:	• Sentence
(Refer to Story-Type grids)	making key points e.g.	through throughout		Full stops
	Sam was really unhappy.	because of	Ellipses to keep	Capital letter
Plan opening around character(s),	Visit the farm now.		the reader	Question mark
setting, time of day and type of weather		Powerful verbs	hanging on	Exclamation mark
	Embellished simple sentences:	e.g. stare, tremble,		Speech bubble
Paragraphs to organise ideas into each	Adverb starters to add detail e.g.	slither	Secure use of	• 'Speech marks'
story part	Carefully, she crawled along the floor		inverted commas	Bullet points
	of the cave	Boastful Language	for direct speech	Apostrophe
<b>Extended vocabulary</b> to introduce 5	Amazingly, small insects can	e.g. magnificent,		(contractions only)
story parts:	Adverbial phrases used as a 'where',	unbelievable, exciting!	Use of commas	Commas for sentence
Introduction –should include detailed	'when' or 'how' starter (fronted		after <b>fronted</b>	of 3 - description
description of setting or characters	adverbials)	More specific /	adverbials (e.g.	or 5 description
<b>Build-up</b> –build in some suspense	A few days ago, we discovered a	technical vocabulary to	Later that day, I	
towards the problem or dilemma	hidden box.	add detail	heard the bad	Singular/ plural
<b>Problem / Dilemma</b> –include detail of	<b>At the back of the eye,</b> is the retina.	e.g.	news.)	Suffix
actions / dialogue	<b>In a strange way,</b> he looked at me.	A few dragons of this		
Resolution - should link with the		variety can breathe on		Adjective / noun
problem	Compound sentences (Coordination)	any creature and turn it		Verb / adverb
Ending – clear ending should link back to	using connectives:	to stone immediately.		1010, 001010
the start, show how the character is	and/or/but/so/for/nor/yet			Bossy verbs
feeling, how the character or situation	(coordinating conjunctions)	Drops of rain pounded		Tense (past, present, future)
has changed from the beginning.	B. d	on the corrugated, tin		Connective
No. 61.11	Develop complex sentences	roof.		Generalisers
Non-Fiction	(Subordination) with range of	Name fame of the co		
(Refer to Connectives and Sentence	subordinating conjunctions	Nouns formed from		Alliteration

# Signposts document for Introduction and Endings)

#### Introduce:

#### Secure use of planning tools:

e.g. Text map, washing line, 'Boxing –up' grid, story grids

**Paragraphs** to organise ideas around a theme

#### Introduction

Develop hook to introduce and tempt reader in e.g.

Who...? What...? Where...? Why....? When....?

#### Middle Section(s)

Group related ideas /facts into paragraphs

Sub headings to introduce sections / paragraphs

Topic sentences to introduce paragraphs

Lists of steps to be taken

Bullet points for facts

Flow diagram

#### **Develop Ending**

Personal response

Extra information / reminders e.g.
Information boxes/ Five Amazing Facts

Wow comment

Use of the perfect form of verbs to mark relationships of time and cause e.g. I have written it down so I can check what it said.

# (See Connectives and Sentence Signposts doc.)

-'ing' clauses as starters e.g. Sighing, the boy finished his homework.

Grunting, the pig lay down to sleep.

# Drop in a relative clause using: who/whom/which/whose/that e.g.

The girl, **whom** I remember, had long black hair.

The boy, **whose** name is George, thinks he is very brave.

The Clifton Suspension bridge, **which** was finished in 1864,is a popular tourist attraction.

#### Sentence of 3 for description e.g.

The cottage was almost invisible, hiding under a thick layer of snow and glistening in the sunlight.

Rainbow dragons are covered with many different coloured scales, have enormous, red eyes and swim on the surface of the water.

**Pattern of 3 for persuasion** e.g. *Visit, Swim, Enjoy!* 

# Topic sentences to introduce non-fiction paragraphs e.g.

Dragons are found across the world.

Dialogue –powerful speech verb

e.g. "Hello," she whispered.

prefixes
e.g. auto...
super...anti...

Word Families based on common words e.g. teacher –teach, beauty – beautiful

Use of determiners a or an according to whether next word begins with a vowel e.g. a rock, an open box

Simile – 'as'/ 'like'

#### **Introduce:**

- Word family
- Conjunction
- Adverb
- Preposition
- Direct speech
- Inverted commas
- Prefix
- Consonant/Vowel
- Clause
- Subordinate clause
- Determiner
- Synonyms
- Relative clause
- Relative pronoun
- Imperative
- Colon for instructions

Text Structure	Sentence Construction	Word Structure/	Punctuation	Terminology
		Language		
Consolidate Year 3 list	Consolidate Year 3 list	Consolidate Year 3	Consolidate Year 3	Consolidate:
Introduce: Secure use of planning tools: e.g. story map /story mountain /story grids /'Boxing-up' grids (Refer to Story Types grids)  Plan opening using: Description /action  Paragraphs: to organise each part of story to indicate a change in place or jump in time  Build in suspense writing to introduce the dilemma	Consolidate Year 3 list  Introduce:  Long and short sentences: Long sentences to enhance description or information  Short sentences to move events on quickly e.g. It was midnight.	Consolidate Year 3		Consolidate:  Punctuation  Finger spaces  Letter  Word  Sentence  Full stops  Capital letter  Question mark  Exclamation mark  Exclamation mark  Speech bubble  'Speech marks'  Direct speech  Inverted commas  Bullet points  Apostrophe (contractions only)  Commas for sentence
Introduction Build-up Problem / Dilemma Resolution Ending  Clear distinction between resolution and ending. Ending should include reflection on events or the characters.	Secure use of compound sentences (Coordination) using coordinating conjunction and / or / but / so / for / nor / yet (coordinating conjunctions)  Develop complex sentences: (Subordination) Main and subordinate clauses with range of subordinating conjunctions. (See Connectives and Sentence Signposts doc.)	Proper nouns- refers to a particular person or thing e.g. Monday, Jessica, October, England  The grammatical difference	(e.g. the girl's name, the boys' boots)	of 3 – description, action Colon - instructions  Singular/ plural Suffix/ Prefix Word family Consonant/Vowel  Adjective / noun Verb / Adverb Bossy verbs - imperative

Non-Fiction (Refer to Connectives and Sentence Signposts document for Introduction and Endings) Introduce:

Secure use of planning tools:

Text map/ washing line/ 'Boxing –up' grid

Paragraphs to organise ideas around a theme
Logical organisation
Group related paragraphs
Develop use of a topic sentence
Link information within
paragraphs with a range of connectives.

Use of bullet points, diagrams **Introduction** 

Middle section(s)

**Ending** 

Ending could Include personal opinion, response, extra information, reminders, question, warning, encouragement to the reader

Appropriate choice of pronoun or noun across sentences

-'ed' clauses as starters e.g.

Frightened, Tom ran straight home to avoid being caught.

Exhausted, the Roman soldier collapsed at his post.

Expanded -'ing' clauses as starters e.g.

Grinning menacingly, he slipped the treasure into his rucksack.

Hopping speedily towards the pool, the frog dived underneath the leaves.

Drop in -'ing' clause e.g.

Jane, laughing at the teacher, fell off her chair. The tornedo, sweeping across the city, destroyed the houses.

Sentence of 3 for action e.g.

Sam rushed down the road, jumped on the bus and sank into his seat.

The Romans enjoyed food, loved marching but hated the weather.

Repetition to persuade e.g.

Find us to find the fun

<u>Dialogue - verb + adverb - "Hello," she</u> whispered, shyly.

Appropriate choice of **pronoun** or **noun** within a **sentence** to avoid ambiguity and repetition

**between plural** and **possessive** –s

Standard English forms for verb inflections instead of local spoken forms (e.g. we were instead of we was, or I did instead of I done)

Tense (past, present, future)

Connective

Conjunction

**Preposition** 

Determiner/ generaliser

Clause

**Subordinate clause** 

Relative clause Relative pronoun

Alliteration
Simile – 'as'/ 'like'
Synonyms

#### **Introduce:**

- Pronoun
- Possessive pronoun
- Adverbial
- Fronted adverbial
- Apostrophe possession

Text Structure	Sentence Construction	Word Structure /	Punctuation	Terminology
		Language		
Consolidate Year 4 list	Consolidate Year 4 list	Consolidate Year 4 list	Consolidate Year 4 list	Consolidate:
Introduce:	Introduce:		Introduce:	Punctuation
Secure independent use of planning		Introduce:		<ul><li>Letter/ Word</li></ul>
tools	Secure use of simple /		Rhetorical question	<ul> <li>Sentence</li> </ul>
Story mountain /grids/flow diagrams	embellished simple sentences	Metaphor		<ul> <li>Full stops/ Capitals</li> </ul>
(Refer to Story Types grids)			Dashes	<ul> <li>Question mark</li> </ul>
	Secure use of compound	Personification		<ul> <li>Exclamation mark</li> </ul>
Plan opening using:	sentences		Brackets	<ul><li>'Speech marks'</li></ul>
Description /action/dialogue		Onomatopoeia		Direct speech
	Develop complex sentences:		Colons	Inverted commas
Paragraphs: Vary	(Subordination)	Empty words		Bullet points
connectives within paragraphs to	Main and subordinate clauses	e.g. someone,	Use of commas to	Apostrophe contractions/
build cohesion into a paragraph	with full range of conjunctions:	somewhere was out	clarify meaning or	possession
Use change of place, time and action	(See Connectives and Sentence	to get him	avoid ambiguity	Commas for sentence of 3
to link ideas across paragraphs.	Signposts doc.)			<ul><li>description, action</li></ul>
		Developed use of		Colon - instructions
Use 5 part story structure	Expanded –ed clauses as starters	technical language		
Writing could start at any of the 5	e.g.			Singular/ plural
points.	Encouraged by the bright			Suffix/ Prefix
This may include flashbacks	weather, Jane set out for a long	Converting <b>nouns</b> or		Word family
Introduction –should include action /	walk.	adjectives into verbs		Consonant/Vowel
description -character or setting /	Terrified by the dragon, George	using <b>suffixes</b> (e.g. –		
dialogue	fell to his knees.	ate; –ise; –ify)		Adjective / noun
<b>Build-up</b> –develop suspense	Flahaustian of stautous using	Vorb profives /o.a		Verb / Adverb
techniques  Problem / Dilemma - may be more	Elaboration of starters using	Verb prefixes (e.g.		Bossy vbs - imperative
<b>Problem / Dilemma</b> –may be more than one problem to be resolved	adverbial phrases e.g. Beyond the dark gloom of the	dis–, de–, mis–, over– and re–)		Tense (past, present, future)
<b>Resolution</b> –clear links with dilemma	cave, Zach saw the wizard move.	over- unu re-)		Conjunction / Connective
Ending –character could reflect on	Throughout the night, the wind			Preposition
events, any changes or lessons, look	howled like an injured creature.			Determiner/ generaliser
events, any changes of lessons, look	nowica inc an injured creature.			Pronoun – relative/ possessive

forward to the future ask a question.

Non-Fiction (Refer to Connectives and Sentence Signposts document for Introduction and Endings)

Introduce:

**Independent planning** across all genres and application

Secure use of range of layouts suitable to text.

Structure:

Introduction / Middle / Ending

**Secure use of paragraphs:** 

Use a variety of ways to open texts and draw reader in and make the purpose clear

Link ideas within and across paragraphs using a full range of connectives and signposts Use rhetorical questions to draw reader in

Express own opinions clearly

Consistently maintain viewpoint

Summary clear at the end to appeal directly to the reader

**Drop in -'ed' clause** e.g.

Poor Tim, exhausted by so much effort, ran home.

The lesser known Bristol dragon, recognised by purple spots, is rarely seen.

Sentence reshaping techniques

e.g. lengthening or shortening sentence for meaning and /or effect

Moving sentence chunks (how, when, where) around for different effects e.g.

The siren echoed loudly ....through the lonely streets ....at midnight

Use of rhetorical questions

Stage directions in speech

(speech + verb + action) e.g. "Stop!" he shouted, picking up the stick and running after the thief.

Indicating degrees of possibility using modal verbs (e.g. might, should, will, must) or adverbs (perhaps, surely)

Clause
Subordinate/ relative clause
Adverbial
Fronted adverbial

Alliteration Simile – 'as'/ 'like' Synonyms

#### Introduce:

- Relative clause/ pronoun
- Modal verb
- Parenthesis
- Bracket- dash
- Determiner
- Cohesion
- Ambiguity
- Metaphor
- Personification
- Onomatopoeia
- Rhetorical question

Text Structure	Sentence Construction	Word Structure /	Punctuation	Terminology
		Language		
Consolidate Year 5 list	Consolidate Year 5 list	Consolidate Year 5 list	Consolidate Year 5 list	Consolidate:
Secure independent planning across story types using 5 part story structure. Include suspense, cliff hangers, flashbacks/forwards, time slips Start story at any point of the 5 part structure Maintain plot consistently working from plan  Paragraphs -Secure use of linking ideas within and across paragraphs	Secure use of simple / embellished simple sentences  Secure use of compound sentences  Secure use of complex sentences: (Subordination)  Main and subordinate clauses with full range of conjunctions: (See Connectives and	Build in literary feature to create effects e.g. alliteration, onomatopoeia, similes, metaphors  The difference between vocabulary typical of informal speech and vocabulary appropriate for formal speech and writing (e.g. said versus reported, alleged, or claimed in formal	Use of the semi-colon, colon and dash to indicate a stronger subdivision of a sentence than a comma  How hyphens can be used to avoid ambiguity (e.g. man eating shark versus man-eating shark, or recover versus re-cover)	Punctuation  Letter/ Word  Sentence  Full stops/ Capitals  Question mark  Exclamation mark  'Speech marks'  Direct speech  Inverted commas  Bullet points  Apostrophe contractions/ possession  Commas for sentence of 3
Secure development of characterisation	Sentence Signposts doc.)  Active and passive verbs to create effect e.g.	speech or writing)		<ul> <li>description, action</li> <li>Colon – instructions</li> <li>Parenthesis</li> <li>Bracket- dash</li> </ul>
Non-fiction:  Secure planning across non-fiction genres and application	Active: Tom accidently dropped the glass. Passive: The glass was accidently dropped by Tom.			Singular/ plural Suffix/ Prefix Word family Consonant/Vowel
Use a variety of text layouts appropriate to purpose  Use range of techniques to	Developed use of rhetorical questions for persuasion			Adjective / noun Verb / Adverb Bossy verbs - imperative Tense (past, present, future)
involve the reader –comments, questions, observations,	Expanded <b>noun phrases</b> to convey complicated			modal verb Conjunction / Connective

rhetorical questions information concisely (e.g. **Preposition Determiner/** generaliser the boy that jumped over the Express balanced coverage of a fence is over there, or the fact Pronoun – relative/ possessive topic that it was raining meant the Clause **Subordinate / relative clause** end of sports day) Adverbial Use different techniques to Fronted adverbial conclude texts The difference between Rhetorical question structures typical of informal speech and structures Cohesion Use appropriate formal and appropriate for formal **Ambiguity** informal styles of writing speech and writing (such as Alliteration the use of question tags, e.g. Simile - 'as'/ 'like' Choose or create publishing He's your friend, isn't he?, or **Synonyms** format to enhance text type and the use of the **subjunctive** in Metaphor engage the reader some very formal writing and Personification speech) Onomatopoeia Linking ideas across paragraphs Introduce: using a wider range of cohesive devices: Active and passive voice Subject and object semantic cohesion (e.g. Hyphen repetition of a word or phrase), Synonym grammatical connections (e.g. Colon/ semi-colon the use of **adverbials** such as on **Bullet points** the other hand, in contrast, or as a consequence), and elision Layout devices, such as headings, sub-headings, columns, bullets, or

tables, to structure text