

Expectations for Grammar, Vocabulary and Punctuation

Vocabulary

- Use a thesaurus
- Using expanded noun phrases to convey complicated information concisely
- Using modal verbs or adverbs to indicate degrees of possibility

Grammar

- Recognising vocabulary and structures that are appropriate for formal speech and writing, including subjunctive forms
- Using passive verbs to affect the presentation of information in a sentence
- Using the perfect form of verbs to mark relationships of time and cause
- Differences in informal and formal language
- Synonyms and antonyms
- Further cohesive devices such as grammatical connections and adverbials
- Use of ellipses

Punctuation

- Using hyphens to avoid ambiguity
- Using semicolons, colons or dashes to mark boundaries between independent clauses
- Using a colon to introduce a list
- Punctuating bullet points consistently

Grammatical Terminology

- Subject
- Object
- Active
- Passive
- Synonym
- Antonym
- Ellipses
- Hyphen
- Colon
- Semi-colon
- Bullet points