Writing Skills Knowledge Organiser

Grammar

Term	Definition
Noun	A person, place or thing, *e.g. dog.*
Proper noun	The name of an individual person, place or organisation. It must start with a capital letter, *e.g. Batman or Oxfam.*
Verb	An action word, *e.g. run.*
Adjective	A word that describes a noun, *e.g. beautiful.*
Adverb	A word that describes a verb, *e.g. angrily.*
Clause	A group of words that contains a subject and a verb, *e.g. I ran.*
Subject	The noun or proper noun that the sentence is about.
Independent clause (or main clause)	A clause that makes sense by itself and could be a complete sentence.
Subordinate clause (or dependent clause)	A clause that cannot stand alone as a sentence because it does not express a complete thought.
Conjunction	A connecting word.
Subordinating conjunction	A connecting word that links the subordinate clause the the independent clause, *e.g. after/because/although.*
Coordinating conjunction	Connecting words that link two independent clauses to specify meaning. There are only seven in the English language – they can be remembered by the word FANBOYS.
FANBOYS (coordinating conjunctions)	For, And, Nor, But, Or, Yet, So.
Simple sentence	A sentence with only one independent clause.
Compound sentence	A sentence with two independent clauses joined by a FANBOYS connective or a semi-colon, *e.g. I love films, so I go to the cinema a lot.*
Complex sentence	A sentence with one independent clause and at least one dependent clause, *e.g. I ate an apple whilst standing on my head.*

Punctuation

Term	Definition
Full stop .	Used to mark the end of a sentence.
Comma ,	Used to separate items in a list or to divide clauses in a compound or complex sentence. <u>Compound sentence:</u> I like cats, but I love dogs. <u>Complex sentences:</u> After I stroked the cat, I played with the dog.
Question mark ?	Used to show that a question has been asked.
Exclamation point !	Used to add emphasis or to show strong feelings about something.
Speech marks " "	Used to show that someone is speaking.
Dash --	Used to add extra information to a sentence that is important. *E.g. I didn't do my homework – the dog ate it!*
Hyphen -	Used to link words together to show that they have a combined meaning, *e.g. rock-forming minerals.*
Brackets (parentheses)	Used to add extra information that is not important.
Ellipsis ...	Used to show that something has been missed out or to tail off at the end of a thought...
Colon :	Used to introduce a list or to show that what comes after the colon explains what came before it. *E.g. I like animals: dogs, cats and rabbits. E.g. I like animals: many of them are as intelligent as humans.*
Semi-colon ;	Used to show that two independent clauses are about the same topic. *E.g. Homework can be very challenging; it makes me very tired.*

The four main writing types

Type	What is it?
Narrative writing	This is when writing is used to tell a story. There are many examples of narrative writing: novels, short stories, biographies, autobiographies. If poems tell a story then they are also considered narrative writing.
Descriptive writing	This type of writing focuses on describing something – a character, setting or situation – in great detail. Typically this style would use lots of adjectives, adverbs and figurative language. Examples include poetry and descriptive passages in novels.
Expository writing	The main purpose of expository writing is to explain. This type of writing would include facts and statistics and would not express the writer's personal opinion. Examples include newspapers, textbooks and how-to guides.
Persuasive writing	Persuasive writer tries to convince the reader of something by using many persuasive techniques. Persuasive writing would often ask a reader to do something; this is called a 'call to action'. Examples include opinion pieces in newspapers, advertising and speeches.

Other key vocabulary

Term	Definition
Fiction	Something that is invented/imaginary, *e.g. Harry Potter.*
Non-fiction	Something that is true/factual, *e.g. a newspaper article or a biography of someone's life.*
Figurative language	Figurative writing adds colour to our writing by using language in a way that isn't completely literal (real). Examples of figurative language include similes, metaphors, hyperbole and personification.
Simile	Comparing one thing to another using the words like or as, *e.g. it's as big as a horse.*
Metaphor	Comparing one thing to another for effect, *e.g. this class is a zoo!*
Hyperbole	Extreme exaggeration, *e.g. my head is exploding with information*
Personification	Giving an inanimate object human qualities, *e.g. the cloud wept.*