

# Keys to Success

**Improve your grade in every subject!**

## THE WRITING RULES



- Think about PAF
- Paragraphs and connectives
- Vary punctuation . , ? ! ; - ( ) " " "
- Vary sentence structure
- Start sentences with '-ly' and '-ing' words
- Embedded clauses: E.g. *The Elizabethans, who enjoyed pastimes, knew how to have fun.*
- Powerful vocabulary
- Subject specific vocabulary
- Accurate spelling

## PARAGRAPHS

- Start new paragraphs in different ways
- Link paragraphs together
- Use TIP TOP (Time, Place, Topic, Person)

## STRUCTURE YOUR WORK

- An introduction and strong conclusion
- Paragraphs
- Connectives
- Key words from the task

## CONNECTIVES

COMPARING	CONTRASTING	STRUCTURING
Equally In the same way Similarly Likewise As with Like Compared with	Whereas Instead of Alternatively Otherwise Unlike On the other hand In contrast to	Firstly, secondly... Next Then After Meanwhile Finally In conclusion
ADDING INFO	EMPHASISING	CAUSE & EFFECT
And, also As well as Moreover Furthermore Besides In addition Too	Above all In particular Especially Significantly Indeed Notably Most of all	Because So Therefore Thus Consequently As a result

## THE READING RULES



- Think about the PAF
- Analyse the language (the words)
- Use P.E.E to get a C
- Think about the deeper meaning
- Social, historical and cultural context
- What does the text mean to you?
- Use better words for 'shows' to explain
- Audience response

PURPOSE	AUDIENCE	FORMAT
Why has it been written?	Who is it aimed at?	What is it? A letter/speech/ article/report

### PURPOSE OF TEXTS

Argue	Analyse	Explain	Comment
Persuade	Review	Describe	Imagine
Advise	Inform	Explore	Entertain

### BETTER WORDS FOR 'SHOWS'

These words help you to analyse:

Describes	Illustrates	Reveals	Expresses
Highlights	Proves	Establishes	Introduces
Presents	Emphasises	Indicates	
Demonstrates	Implies	Suggests	

## WORD TYPES



**VERB:** doing or action word.

**ADVERB:** describes the action/verb.  
*E.g. Slowly,...*

**NOUN:** names of people, places or things.

**PRONOUN:** replaces a noun.  
*E.g. I, you, he, she, it, we...*

**ADJECTIVE:** describing word.

**PREPOSITION:** shows the relationship between words in a sentence.  
*E.g. over, behind, after, on*

**CONNECTIVE:** words that link sentences and paragraphs together.

## SPEAKING & LISTENING



- Speak clearly
- Make eye contact
- Use appropriate vocabulary
- Listen to and respond to others
- Make valuable contributions
- Move discussion forward
- Ask and respond to questions
- Use body language to communicate

## PUNCTUATION



### BASIC...

Capital letter, full stop, exclamation mark and question mark

### INTERMEDIATE...

Apostrophe:

1. omission *E.g. do not—don't*
2. possession *E.g. David's bag; Lewis' bag; The students' bags.*

Comma:

to separate clauses *E.g. [subordinate clause], [main clause] = Walking to school, I tripped over.*

### MORE COMPLEX...

Semi colon:

Used to show the relationship between two closely related sentences. *E.g. The chemicals reacted violently together; there was an explosion in the lab.*

Colon:

1. Introduces a list. *E.g. Shopping list: bread, milk, eggs and sweets*
2. Emphasises a word or a phrase. *E.g. There's only one way to describe that: diabolical!*

**“Learning for Life”**