


## Keys to Success:

The 'Keys to Success' is a highly visible whole-school literacy strategy designed to support students with the literacy skills they need to be successful right across the curriculum – not only in English.

Broken down into five key areas, the 'Keys to Success' outlines the rules and guidelines students need to flourish in reading, writing, speaking and listening.



# 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 &y 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	Whereas	Firstly, secondly...
In the same way	Instead of	Next
Similarly	Alternatively	Then
Likewise	Otherwise	After
As with	Unlike	Meanwhile
Like	On the other hand	Finally
Compared with	In contrast to	In conclusion

### ADDING INFO

And, also  
As well as  
Moreover  
Furthermore  
Besides  
In addition  
Too

### EMPHASISING

Above all  
In particular  
Especially  
Significantly  
Indeed  
Notably  
Most of all

### CAUSE & EFFECT

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!

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