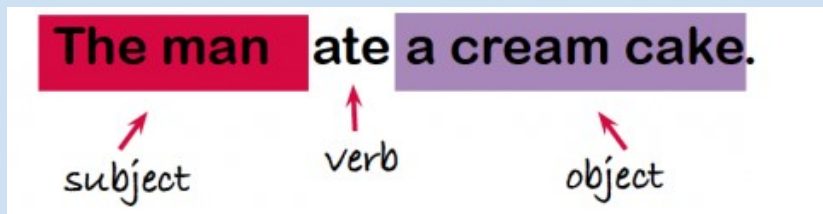## Passive vs active sentences

In the majority of cases a sentence requires three elements: subject, verb and an object.

Subject is normally the person or thing that is carrying out the action.

Object is normally involved in the action in someway.

Important note: In this area the object can be a person.

Passive voice often 'disguises' the agent and is not specific when it is important or preferable to be non-specific. Can be useful in suspense writing.

The tax was increased to cover the cost.

The tax is the subject.

Increasing is the action.

Passive voice requires an auxiliary verb for example: is, was, will, are

Active voice makes it clear who has completed the action.

I will increase taxes to cover the cost

The action is still done to the taxes.

The raiser of taxes becomes the subject.

Cheat tip:

If you can add 'by zombies' after the verb and it still makes sense, it's probably a passive sentence

Vocabulary

Adjective	A word that adds more information about a noun.
Adverb	A word that adds more information about verbs, adjectives or other adverbs
Adverbial	A group of words that can function as an adverb
Antonym	A word that has the exact opposite meaning of another word
Bullet points	Organisation device used to list short phrases or items.
Ellipsis	Punctuation (…) that shows where words are left all or to create a cliff-hanger.
Noun	Names of things that we can touch (concrete) and abstract (ideas, emotions).
Synonym	a word that means the same thing as another word.
Verb	A *verb* is the part of speech that indicates what something does, or what it is

Subjunctive Voice

The subjunctive is specific verb form used to express when something is wished rather than an actual situation.

It is often used to express a desirable situation.

If I were you, I wouldn't climb that tree.

Auxiliary verb 'were' is used in the subjunctive, it is often confused with 'was'.
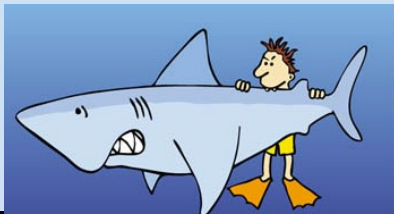
Building cohesion within and across a paragraph

Transitional phrases and fronted adverbials allows us to show relationships between ideas, logically connect sentences and paragraphs. It signals how the reader should process the information and makes writing more readable and engaging. Fronted adverbials can create cohesion when changing paragraph.

Transitional phrases		
1A. Time and sequence After Next Finally	**1B. Time and sequence** Meanwhile During Ultimately	**2. Conclusion** Consequently Therefore In the end
3. Illustration As an illustration Such as Including	**4. Change of direction** Although But Instead	**5. Emphasis** Notably Moreover Most important

Using hyphens

Hyphens are used to avoid confusion being caused by certain words or phrases::

Man eating shark

Man-eating shark

End of year expectations

- Use of the passive to affect the presentation of information in a sentence.
- The difference between structures typical of informal speech and structures appropriate for formal speech and writing.
- Linking ideas across paragraphs using a wider range of cohesive devices: repetition of a word or phrase, grammatical connections [for example, the use of adverbials such as on the other hand, in contrast, or as a consequence], and ellipsis.
- Layout devices, such as headings, subheadings, columns, bullets, or table.
- Use of the semi-colon, colon and dash to mark the boundary between independent clauses.
- Use of the colon to introduce a list and use of semi-colons within lists.
- How hyphens can be used to avoid ambiguity.

Using punctuation to separate clauses

Semi Colons (;), colons (:) and dashes can be used to separate the boundary between two clauses.

Description: detail sentences.

Bats are excellent hunters: they track small insects using echo-location.

The first section describes the subject and the second adds extra detail.

A semi colon can be used in place of a conjunction where we want the writing to flow where the clauses are closely related.

We lost the ball too many times and we lost the game

Becomes:

We lost the ball too many times; we lost the game.

A dash is often best used to summarise:

The use of nuclear weapons during World War 2 is much debated and discussed—in short it was a divisive event.

Colons and semi-colons within lists.

If you want to list items in a list when the items are longer than one word.

CV Raman was an Indian scientist whose achievements included: becoming the first non-white winner of the Noble prize for physics; understanding the way acoustics work in instruments and the way light scatters (known as the Raman Effect).