

GRAMMAR AND PUNCTUATION

Pupils should be taught to:

develop their understanding of the concepts set out in Appendix 2 by:

recognising vocabulary and structures that are appropriate for formal speech and writing, including the subjunctive
using the passive voice to affect the presentation of information in a sentence
using expanded noun phrases to convey complicated information concisely
using modal verbs or adverbs to indicate degrees of possibility
using relative clauses beginning with who, which, where, why, whose, that or with an implied (i.e. omitted) relative pronoun
learning the grammar of word structure in Appendix 2

indicate grammatical and other features by:

using commas to clarify meaning or avoid ambiguity in writing
using hyphens to avoid ambiguity
using brackets, dashes or commas to indicate parenthesis
using semi-colons, colons or dashes to mark boundaries between independent clauses
using a colon to introduce a list
punctuating bullet points consistently

- **use and understand the grammatical terminology in Appendix 2 accurately and appropriately in discussing their writing and reading.**