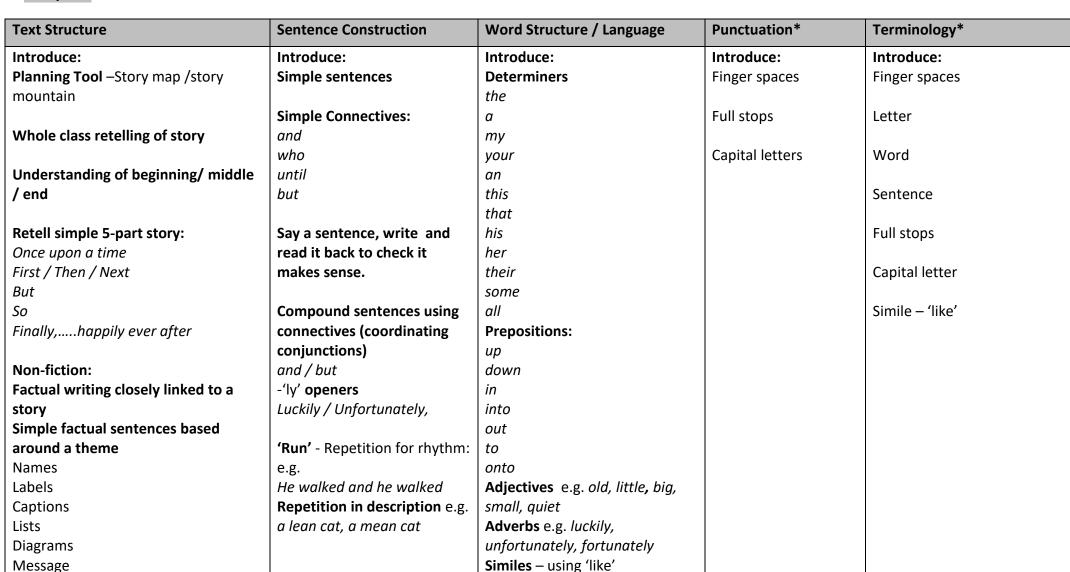
The Federation of West Leigh Infant School and Backwell C of E Junior School

Grammar Progression Document

Reception





Text Structure	Sentence Construction	Word Structure/Language	Punctuation	Terminology
Consolidate Reception list	Consolidate Reception list	Consolidate Reception list	Consolidate	Consolidate:
Introduce:	Introduce:	Introduce:	Reception list	
		Prepositions:	Introduce:	Finger spaces
Sequencing sentences to form short	How words can combine to make	inside		
narratives.	sentences.	outside	Separation of words	Letter
	Types of sentences:	towards	with spaces. (Finger	
Fiction:	Statements	across	spaces)	Word
	Questions	under		
Planning Tools: Story map / story	Exclamations		Capital Letters:	Sentence
mountain		Determiners:	Capital letter for	
(Refer to Story-Type grids)	Joining words and clauses using-	the a my your an this	names	Full stops
	Simple Connectives:	that his her their some		
Plan opening around character(s),	and	all lots of many more	Capital letter for the	Capital letter
setting, time of day and type of	or	those these	personal pronoun I	
weather	but			Simile – 'like'
	so	Adjectives to describe	Full stops	
Understanding - beginning /middle	because	e.g. The old house		
/end to a story	so that	The huge elephant	Question marks	Introduce:
Understanding - 5 parts to a story:	then			
	that	Alliteration	Exclamation marks	Punctuation
Opening	while	e.g. dangerous dragon		
Once upon a time	when	slimy snake	(To demarcate	Question mark
	where		sentences.)	
Build-up	Also as openers:	Similes using asas		Exclamation mark
One day	While	e.g. as tall as a house	Speech bubble	
	When	as red as a radish		Speech bubble
Problem / Dilemma	Where			
Suddenly,/ Unfortunately,	-'ly' openers			Bullet points
	Fortunately,Unfortunately,	Precise, clear language to		
Resolution	Sadly,	give information e.g.		Singular/ plural
Fortunately,	Simple sentences e.g.	First, switch on the red		
	I went to the park.	button.		

Ending	The castle is haunted.	Next, wait for the green	
Finally,	Embellished simple sentences	light to flash	
i many,	using adjectives e.g.	ngire to jidsii	
	The giant had an enormous beard.	Regular plural noun	
	Red squirrels enjoy eating delicious	suffixes –s or –es	
	nuts.	(e.g. dog, dogs; wish,	
Non-fiction:	Tracs.	wishes)	
(Refer to Connectives and Sentence	Compound sentences using	,	
Signposts document for	connectives (coordinating	Suffixes that can be added	
Introduction and Endings)	conjunctions)	to verbs (e.g. helping,	
	and/or/but/so e.g.	helped, helper)	
Planning tools:	The children played on the swings		
text map / washing line	and slid down the slide.	How the prefix un–	
	Spiders can be small or they can be	changes the meaning of	
Heading	large.	verbs and adjectives	
	Charlie hid but Sally found him.	(negation, e.g. unkind, or	
Introduction	It was raining so they put on their	undoing, e.g. untie the	
Opening factual statement	coats.	boat)	
Middle section(s)	Complex sentences:		
Simple factual sentences around a	Use of 'who' (relative clause)		
them	e.g.		
	Once upon a time there was a little		
Bullet points for instructions	old woman who lived in a forest.		
	There are many children who like		
Labelled diagrams	to eat ice cream.		
Ending	'Run' - Repetition for rhythm e.g.		
Concluding sentence	He walked and he walked and he		
_	walked.		
	Repetition for description		
	e.g.		
	a lean cat, a mean cat		
	a green dragon, a fiery dragon		
	a g. sen aragon, a jiery aragon		

Text Structure	Sentence Construction	Word Structure/Language	Punctuation	Terminology
Consolidate Year 1 list	Consolidate Year 1 list	Consolidate Year 1 list	Consolidate Year 1	Consolidate:
Introduce:	Introduce:	Introduce:	list	
			Introduce:	Punctuation
Fiction	Types of sentences:	Prepositions:		 Finger spaces
Secure use of planning tools: Story map	Statements	behind above along	Demarcate	• Letter
/ story mountain / story grids/ 'Boxing-	Questions	before between after	sentences:	• Word
up' grid	Exclamations		Capital letters	 Sentence
(Refer to Story Types grids)	Commands	Alliteration		 Full stops
		e.g. wicked witch	Full stops	Capital letter
Plan opening around character(s),	-'ly' starters	slimy slugs		Question mark
setting, time of day and type of weather	e.g. Usually, Eventually, Finally,		Question marks	Exclamation
	Carefully, Slowly,	Similes usinglike		mark
Understanding 5 parts to a story with		e.g.	Exclamation marks	 Speech bubble
more complex vocabulary	Vary openers to sentences	like sizzling sausages		Bullet points
		hot like a fire	Commas to	Builet points
Opening e.g.	Embellished simple sentences using:		separate items in a	Singular/ plural
In a land far away	adjectives e.g. The boys peeped	Two adjectives to	list	Singulary planar
One cold but bright morning	inside the dark cave.	describe the noun		Adjective
Build-up e.g.	adverbs e.g. Tom ran quickly down	e.g.	Comma after –ly	Verb
Later that day	the hill.	The scary, old woman	opener	Connective
Problem / Dilemma e.g.		Squirrels have long, bushy	e.g.	Alliteration
To his amazement	Secure use of compound sentences	tails.	Fortunately,Slow	Simile – 'as'/ 'like'
Resolution e.g.	(Coordination) using conjunctions:		ly,	James day inte
As soon as	and/ or / but / so	Adverbs for description		
Ending e.g.	(coordinating conjunctions)	e.g.	Speech bubbles	
Luckily, Fortunately,		Snow fell gently and	/speech marks for	
	The Vikings, who came from	covered the cottage in the	direct speech	
Ending should be a section rather than	Scandinavia, invaded Scotland.	wood.		Introduce:
one final sentence e.g. suggest how the			Apostrophes to	
main character is feeling in the final	The Fire of London, which started in	Adverbs for information	mark contracted	Apostrophe

situation.

Non-Fiction (Refer to Connectives and Sentence Signposts document for Introduction and Endings)

Introduce:

Secure use of planning tools: Text map / washing line / 'Boxing –up' grid Introduction:

Heading Hook to engage reader Factual statement / definition Opening question

Middle section(s)

Sub headings to introduce sentences /sections
Use of lists — what is needed / lists of steps to be taken Bullet points for facts
Diagrams
Ending
Make final comment to reader
Extra tips! / Did-you-know? facts / True or false?

Group related ideas / facts into sections

The consistent use of **present tense** versus **past tense** throughout texts

Use of the **continuous** form of **verbs** in the **present** and **past tense** to mark actions in progress (e.g. *she is drumming, he was shouting*)

Pudding Lane, spread quickly.

Additional subordinating conjunctions:

what/while/when/where/ because/ then/so that/ if/to/until e.g. **While** the animals were munching breakfast, two visitors arrived During the Autumn, **when** the weather is cold, the leaves fall off the trees.

Use long and short sentences:

Long sentences to add description or information. Use short sentences for emphasis.

Expanded noun phrases

e.g. lots of people, plenty of food

List of 3 for description

e.g. He wore old shoes, a dark cloak and a red hat.

African elephants have long trunks, curly tusks and large ears.

e.g.
Lift the pot carefully onto
the tray.

The river quickly flooded the town.

Generalisers for information, e.g.

Most dogs....
Some cats....

Formation of **nouns** using **suffixes** such as –ness, –er

Formation of **adjectives**

using **suffixes** such as –ful, –less

(A fuller list of **suffixes** can be found in the spelling appendix.)

Use of the **suffixes** –er and –est to form comparisons of **adjectives** and **adverbs**

forms in spelling
e.g. don't, can't
Apostrophes to
mark singular
possession e.g. the
cat's name

(contractions and singular possession)

Commas for description

'Speech marks'

Suffix

Verb / adverb

Statement question exclamation Command (Bossy verbs)

Tense (past, present, future) ie not in bold

Compound

Adjective / noun

Noun phrases

Generalisers

Text Structure	Sentence Construction	Word / Language	Punctuation	Terminology
Consolidate Year 2 list	Consolidate Year 2 list	Consolidate Year 2	Consolidate Year	Consolidate:
Introduce:	Introduce:	list	2 list	
		Introduce:	Introduce:	Punctuation
Fiction	Vary long and short sentences:			 Finger spaces
Secure use of planning tools:	Long sentences to add description or	Prepositions	Ellipses to keep	• Letter
Story map /story mountain / story grids /	information.	Next to	the reader	• Word
'Boxing-up' grid	Short sentences for emphasis and making	by the side of	hanging on	• Sentence
(Refer to Story-Type grids)	key points e.g.	In front of		Statement
	Sam was really unhappy.	during	Secure use of	question
Plan opening around character(s), setting,	Visit the farm now.	through	inverted commas	exclamation
time of day and type of weather		throughout	for direct speech	Command
	Embellished simple sentences:	because of		Full stops
Paragraphs to organise ideas into each	Adverb starters to add detail e.g.		Use of commas	 Capital letter
story part or to group related information.	Carefully, she crawled along the floor of the	Powerful verbs	after fronted	 Question mark
	cave	e.g. stare, tremble,	adverbials (e.g.	 Exclamation mark
Extended vocabulary to introduce 5 story	Amazingly, small insects can	slither	Later that day, I	 Speech bubble
parts:	Adverb/Adverbial phrases used as a		heard the bad	'Speech marks'
Introduction –should include detailed	'where', 'when' or 'how' starter (fronted	Boastful Language	news.)	 Bullet points
description of setting or characters	adverbials)	e.g. magnificent,		 Apostrophe
Build-up –build in some suspense towards	Then	unbelievable,		(contractions only)
the problem or dilemma	Next	exciting!		Commas for
Problem / Dilemma –include detail of	Soon			sentence of 3 -
actions / dialogue	therefore	More specific /		description
Resolution - should link with the problem	A few days ago, we discovered a hidden	technical vocabulary		
Ending – clear ending should link back to	box.	to add detail		Singular/ plural
the start, show how the character is	At the back of the eye, is the retina.	e.g.		Suffix
feeling, how the character or situation has	In a strange way, he looked at me.	A few dragons of		
changed from the beginning.	Prepositional phrases to place the action:	this variety can		Adjective / noun / Noun
	on the mat; behind the tree, in the air,	breathe on any		phrases Verb / adverb
Non-Fiction	before, after, during, in, because	creature and turn it		
(Refer to Connectives and Sentence	Compound sentences (Coordination)	to stone		Bossy verbs
Signposts document for Introduction and	using connectives:	immediately.		Tense (past, present,

Endings)

Introduce:

Secure use of planning tools:

e.g. Text map, washing line, 'Boxing –up' grid, story grids

Paragraphs to organise ideas around a theme

Introduction

Develop hook to introduce and tempt reader in e.g.

Who....? What....? Where....? Why....? How....?

Middle Section(s)

Group related ideas /facts into paragraphs Sub headings to introduce sections / paragraphs

Topic sentences to introduce paragraphs Lists of steps to be taken

Bullet points for facts Flow diagram

Develop Ending

Personal

response Extra

information / reminders e.g. Information boxes/ Five Amazing Facts

Wow comment

Use of the perfect form of verbs to mark relationships of time and cause e.g. I have written it down so I can check what it said. (Verbs) Use of present perfect instead of simple past. He has left his hat behind, as opposed to He left his hat behind.

and/ or / but / so / for /nor / yet
(coordinating conjunctions)

Develop complex sentences (Subordination) with range of subordinating conjunctions

Because before

after when

(See Connectives and Sentence Signposts doc.)

-'ing' clauses as starters e.g.
Sighing, the boy finished his homework.
Grunting, the piq lay down to sleep.

Drop in a relative clause using: who/whom/which/whose/that e.g.

The girl, **whom** I remember, had long black hair.

The boy, **whose** name is George, thinks he is very brave.

The Clifton Suspension bridge, **which** was finished in 1864,is a popular tourist attraction.

Sentence of 3 for description e.g.

The cottage was almost invisible, hiding under a thick layer of snow and glistening in the sunlight. Rainbow dragons are covered with many different coloured scales, have enormous, red eyes and swim on the surface of the water.

Drops of rain pounded on the corrugated, tin roof.

Nouns formed from prefixes e.g. auto... super...anti...

Word Families based on common words e.g. teacher –teach, beauty – beautiful

Use of determiners a or an according to whether next word begins with a vowel e.g. a rock, an open box

future)

Generalisers

Alliteration
Simile – 'as'/ 'like'

Introduce:

- Word family
- Conjunction
- Adverb
- Preposition
- Direct speech
- Inverted commas
- Prefix
- Consonant/Vowel /consonant letter vowel/vowel letter
- Clause
- Subordinate clause
- •
- Determiner
 - Synonyms
- Relative clause
- Relative pronoun
- Imperative
- Colon for instructions

Pattern of 3 for persuasion e.g. Visit, Swim, Enjoy!
Topic sentences to introduce non-fiction paragraphs e.g. Dragons are found across the world. Dialogue –powerful speech verb e.g. "Hello," she whispered.

Text Structure	Sentence Construction	Word Structure/	Punctuation	Terminology
Consolidate Year 3 list	Consolidate Year 3 list	Consolidate Year 3	Consolidate Year 3	Consolidate:
Introduce: Secure use of planning tools: e.g. story map /story mountain /story grids /'Boxing-up' grids (Refer to Story Types grids)	Noun phrases expanded by the use of modifying adjectives, nouns and preposition phrases e.g. the teacher expands to 'the strict maths teacher with curly hair'.	Introduce: Prepositions at underneath since towards beneath beyond	Introduce: Inverted commas and other punctuation to	Punctuation Finger spaces Letter Word Sentence Statement
Plan opening using: Description /action Paragraphs:	Fronted adverbials e.g. Later that day, I heard the bad news.	Conditionals - could, should, would	indicate direct speech. For example: a comma after the reporting	question exclamation Command Full stops
to organise each part of story to indicate a change in place or jump in time	Standard English for verb inflections instead of local spoken forms Long and short sentences:	Comparative and superlative adjectives	clause; end punctuation with inverted commas: The conductor	 Capital letter Question mark Exclamation mark Speech bubble
Build in suspense writing to introduce the dilemma	Long sentences to enhance description or information	e.g. smallsmallersm allest	shouted, "Sit down!" Each new speaker	 'Speech marks' Direct speech Inverted commas
Developed 5 parts to story Introduction Build-up Problem / Dilemma	Short sentences to move events on quickly e.g. It was midnight. It's great fun.	goodbetterbest Proper nouns- refers to a	on a new line Comma between direct speech and reporting clause e.g.	 Bullet points Apostrophe (contractions and possession)

Resolution Ending

Clear distinction between resolution and ending. Ending should include reflection on events or the characters.

Non-Fiction
(Refer to Connectives and
Sentence Signposts document
for Introduction and Endings)
Introduce:

Secure use of planning tools:

Text map/ washing line/ 'Boxing –up' grid

Paragraphs to organise ideas around a theme
Logical organisation
Group related paragraphs
Develop use of a topic sentence
Link information within
paragraphs with a range of
conjunctions and adverbials.
Use of bullet points, diagrams
Introduction
Middle section(s)

Ending could Include personal opinion, response, extra

Ending

Start with a simile (Fronted Adverbials)

e.g. As curved as a ball, the moon shone brightly in the night sky.

Like a wailing cat, the ambulance screamed down the road.

Secure use of simple / embellished simple sentences

Secure use of compound sentences (Coordination) using coordinating conjunction and / or / but / so / for / nor / yet (coordinating conjunctions)

Develop complex sentences: (Subordination)

Main and subordinate clauses with range of subordinating conjunctions.

(See Connectives and Sentence Signposts doc.)

-'ed' clauses as starters e.g.

Frightened, Tom ran straight home to avoid being caught.

Exhausted, the Roman soldier collapsed at his post.

Expanded -'ing' clauses as starters e.g.

Grinning menacingly, he slipped the treasure into his rucksack.

Hopping speedily towards the pool, the frog dived underneath the leaves.

Drop in -'ing' clause e.g.

Jane, laughing at the teacher, fell off her chair.

particular person or thing e.g. Monday, Jessica, October, England

The grammatical difference between plural and possessive –s

Standard English forms for verb inflections instead of local spoken forms (e.g. we were instead of we was, or I did instead of I done)

"It's late," gasped Cinderella!

Commas to mark clauses and to mark off fronted adverbials

Apostrophes to mark singular and plural possession (e.g. the girl's name, the boys' boots) as opposed to s to mark a plural

 Commas for sentence of 3 – description, action

Singular/ plural
Suffix/ Prefix
Word family
Consonant/Vowel

Adjective / noun / noun

phrase Verb / Adverb
Bossy verbs - imperative
Tense (past, present, future)
Connective
Conjunction
Preposition
Determiner/ generaliser
Clause

Alliteration
Simile – 'as'/ 'like'
Synonyms

Relative pronoun

Subordinate clause Relative clause

Introduce:

- Pronoun
- Possessive pronoun
- Adverbial
- Fronted adverbial
- Apostrophe plural possession

information, reminders,	The tornedo, sweeping across the city, destroyed
question, warning,	the houses.
encouragement to the reader Appropriate choice of pronoun or noun across sentences to aid cohesion	Sentence of 3 for action e.g. Sam rushed down the road, jumped on the bus and sank into his seat. The Romans enjoyed food, loved marching but hated the weather.
	Repetition to persuade e.g. Find us to find the fun Dialogue - verb + adverb - "Hello," she
	whispered, shyly. Appropriate choice of pronoun or noun within a sentence to avoid ambiguity and repetition

Text Structure	Sentence Construction	Word Structure /	Punctuation	Terminology
		Language		
Consolidate Year 4 list	Consolidate Year 4 list	Consolidate Year 4 list	Consolidate Year 4 list	Consolidate:
	Introduce:			
Introduce:	Relative clauses beginning with	Introduce:	Introduce:	Punctuation
Secure independent use of planning	who, which, that, where, when,			Letter/ Word
tools	whose or an omitted relative	Metaphor	Rhetorical question	• Sentence
Story mountain /grids/flow diagrams	pronoun.			Statement
(Refer to Story Types grids)	(Fronted, embedded and	Personification	Brackets/dashes/commas	question
	following)		for parenthesis	exclamation
Plan opening using:		Onomatopoeia		Command
Description /action/dialogue	Secure use of simple /		Use of commas to clarify	 Full stops/ Capitals
	embellished simple sentences	Empty words	meaning or avoid	Question mark
Paragraphs: Vary		e.g. someone,	ambiguity	 Exclamation mark
connectives within paragraphs to	Secure use of compound	somewhere was out to		'Speech marks'
build cohesion into a paragraph	sentences	get him		Direct speech

Use change of place, time and action to link ideas across paragraphs. Example: then, after that, firstly.

Use 5 part story structure

Writing could start at any of the 5 points.

This may include flashbacks
Introduction –should include action
/ description -character or setting /
dialogue

Build-up –develop suspense techniques

Problem / Dilemma –may be more than one problem to be resolved Resolution –clear links with dilemma Ending –character could reflect on events, any changes or lessons, look forward to the future ask a question.

Non-Fiction (Refer to Connectives and Sentence Signposts document for Introduction and Endings)

Introduce:

Independent planning across all genres and application

Secure use of range of layouts suitable to text.

Structure:

Introduction / Middle / Ending

Develop complex sentences: (Subordination)

Main and subordinate clauses with full range of conjunctions:

Expanded –ed clauses as starters e.g.

Encouraged by the bright weather, Jane set out for a long walk.

Terrified by the dragon, George fell to his knees.

Elaboration of starters using adverbial phrases e.g.
Beyond the dark gloom of the cave, Zach saw the wizard move.
Throughout the night, the wind howled like an injured creature.

Drop in -'ed' clause e.g.

Poor Tim, exhausted by so much effort, ran home.

The lesser known Bristol dragon, recognised by purple spots, is rarely seen.

Sentence reshaping techniques e.g. lengthening or shortening sentence for meaning and /or effect

Moving sentence chunks (how,

Developed use of technical language

Converting **nouns** or **adjectives** into **verbs** using **suffixes** (e.g. – *ate; –ise; –ify*)

Verb prefixes (e.g. dis-, de-, mis-, over- and re-)

- Inverted commas
- Bullet points
- Apostrophe contractions/ possession
- Commas for sentence of 3 – description, action
- Parenthesis / bracket / dash

Singular/ plural
Suffix/ Prefix
Word family
Consonant/Vowel

Adjective / noun / noun phrase
Verb / Adverb
Bossy verbs - imperative
Tense (past, present, future)
Conjunction
Preposition
Determiner/ generaliser
Pronoun - relative/ possessive
Clause
Subordinate/ relative clause
Adverbial
Fronted adverbial

Alliteration
Simile – 'as'/ 'like'
Synonyms

Introduce:

Relative clause/

Secure use of paragraphs: Use a variety of ways to open texts	when, where) around for different effects e.g.		pronoun Modal verb
and draw reader in and make the purpose clear	The siren echoed loudlythrough the lonely streetsat	•	Parenthesis Bracket- dash
Link ideas within and across paragraphs using a full range of	Use of rhetorical questions		Determiner Cohesion Ambiguity
connectives and signposts Use rhetorical questions to draw reader in	Stage directions in speech (speech + verb + action) e.g. "Stop!" he shouted, picking up		Metaphor Personification Onomatopoeia Rhetorical guestion
Express own opinions clearly	the stick and running after the thief.		4,
Consistently maintain viewpoint	Indicating degrees of possibility		
Summary clear at the end to appeal directly to the reader	using modal verbs (e.g. might, should, will, must) or adverbs (perhaps, surely)		

Text Structure	Sentence Construction	Word Structure /	Punctuation	Terminology
		Language		
Consolidate Year 5 list	Consolidate Year 5 list	Consolidate Year 5 list	Consolidate Year 5 list	Consolidate:
Secure independent planning across story types using 5 part story structure. Include suspense, cliff hangers, flashbacks/forwards,	Secure use of simple / embellished simple sentences Secure use of compound	Build in literary feature to create effects e.g. alliteration, onomatopoeia, similes, metaphors	Use of the semi-colon, colon and dash to indicate a stronger subdivision of a sentence than a comma. Use of colon to introduce a list and semi-colons within	Punctuation • Letter/ Word • Sentence • Statement question exclamation
time slips Start story at any point of the 5 part structure Maintain plot consistently working from plan	Secure use of complex sentences: (Subordination) Main and subordinate	The difference between vocabulary typical of informal speech and vocabulary appropriate for formal speech and	lists and semi-colons within lists. Punctuation of bullet points to list information.	• Command • Full stops/ Capitals • Question mark • Exclamation mark • 'Speech marks'

	T		1	
Paragraphs -Secure use of linking	clauses with full range of	writing (e.g. said versus		 Direct speech
ideas within and across	conjunctions:	reported, alleged, or	How hyphens can be used	 Inverted commas
paragraphs		claimed in formal	to avoid ambiguity (e.g.	Bullet points
		speech or writing)	man eating shark versus	 Apostrophe contractions/
Secure development of	Active and passive verbs to		man-eating shark, or	possession
characterisation	create effect and to affect	How words are related	recover versus re-cover)	Commas for sentence of 3
	presentation of information	as synonyms and		description, action,
Non-fiction:	e.g.	antonyms e.g. big/		views/opinions, facts
	Active: Tom accidently	large / little		Colon – instructions
Secure planning across non-	dropped the glass.			Parenthesis
fiction genres and application	Passive: The glass was			Bracket- dash
	accidently dropped by Tom.			• bracket- dasii
Use a variety of text layouts	Active: The class heated the			Singular/plural
appropriate to purpose	water.			Singular/ plural
	Passive: The water was			Suffix/ Prefix
Use range of techniques to	heated.			Word family
involve the reader –comments,				Consonant/Vowel
·	Developed use of rhetorical			
questions, observations,	questions for persuasion			Adjective / noun / noun phrase
rhetorical questions	questions for persuasion			Verb / Adverb
				Bossy verbs - imperative
Express balanced coverage of a	Expanded noun phrases to			Tense (past, present, future)
topic	convey complicated			modal verb
	information concisely (e.g.			Conjunction / Connective
	the boy that jumped over the			Preposition
Use different techniques to				Determiner/ generaliser
conclude texts	fence is over there, or the fact			Pronoun – relative/ possessive
	that it was raining meant the			Clause
l	end of sports day)			Subordinate / relative clause
Use appropriate formal and				Adverbial
informal styles of writing	The difference leatures			Fronted adverbial
	The difference between			Rhetorical question
Choose or create publishing	structures typical of informal			
format to enhance text type and	speech and structures			Cohesion
engage the reader	appropriate for formal			Ambiguity
	speech and writing (such as			Alliteration

Linking ideas across paragraphs using a wider range of cohesive devices : semantic cohesion (e.g. repetition of a word or phrase),	the use of question tags, e.g. He's your friend, isn't he?, or the use of the subjunctive in some very formal writing and speech) as in If I were you.		Simile – 'as'/ 'like' Synonyms Metaphor Personification Onomatopoeia
grammatical connections (e.g. the use of adverbials such as on the other hand, in contrast, or as a consequence), and ellipsis Layout devices, such as headings, sub-headings, columns, bullets, or tables, to structure text			 Active and passive voice Subject and object Hyphen Synonym, antonym Colon/ semi-colon Bullet points Ellipsis