

English Knowledge Organiser Spring 1

1 – Biography writing (week beginning 4th January)

Purpose

The purpose of a biography is to give an account of someone's life.

Key Features

- Third person pronouns (he, she, they, himself, herself, it, their, them).
- Adverbials (accordingly, consequently, hence, therefore) to create cohesion
- Time conjunctions to link sentences and paragraphs (firstly, then, after that, this, whenever) to create cohesion
- Written in past tense
- Closing paragraph might be past/present
- Written in chronological order

2 – Punctuation (week beginning 11th January)

Full Stops

- Ends a sentence that is not a question or exclamation.



Question Mark

- Indicates a question / express disbelief:
- e.g. Who else will be there?
- e.g. Is this really little Thomas?



Exclamation Mark

- Interjection / surprise / strong emotion
- What a triumph!
- I've just about had enough!
- Wonderful!



Comma

- Separates lists / phrases / words from the rest of the sentence.
- Used after adverbs ('however', 'moreover' etc.)
- Separates a subordinating clause from a main clause when the subordinate clause comes first.



Brackets

- Encloses separate information.



Apostrophe

- To show that letters have been omitted (left out) e.g. it's.
- To show possession e.g. Emma's.



Inverted Commas

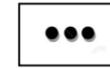
- Indicate quotes (evidence).
- Used for direct speech.



3- Punctuation (week beginning 18th January)

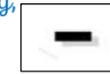
Ellipsis

- Indicate that a word/words have been left out.



Dash

- Separates elements within a sentence – long, dramatic pause.
- Used for parenthesis



Hyphen

- Used to join two words or parts of words together to avoid ambiguity.
- e.g. up-to-date
- Sometimes joined after a prefix
- e.g. co-operate / semi-final



Semi-colon

- Can be used between two independent clauses to join them.
- Can be used in a descriptive list.



Colon

- Used to introduce an idea that is an explanation or continuation of the one that comes before the colon.
- Used to introduce a list.
When introducing a list, it must an independent clause before the colon.



- Can only be used at the end of an independent clause.

4- Diary writing (week beginning 25th January)

Purpose - To document thoughts and feelings to look back on

Key features

Past tense

Describes writer's thoughts and feelings

Informal language

Abbreviations used

Inverted commas for direct speech

Rhetorical questions

Written in the first person

5 – Punctuating dialogue (week beginning 1st February)

Dialogue can be introduced in texts through **direct speech** or **indirect speech**.

Direct Speech

Direct speech is punctuated with inverted commas.

There are four principles when using direct speech:

1. Open AND close dialogue with inverted commas.
2. Begin dialogue with a capital letter.
3. Include a piece of punctuation before closing inverted commas
4. New speaker = new line

e.g. "Do you know what time it is?" asked the train driver.

"It's 8.30," replied the passenger.

e.g. Michael shouted, "Don't move!"

e.g. "I'm not sure about this, said Michael. "I think we should just turn around."

Indirect Speech

Indirect speech is reported speech. No inverted commas are required.

e.g. Betty explained that she used to live in New York.

6 – Describe character and advance action through dialogue (week beginning 8th February)

Dialogue can be an effective way to describe characters and create actions in text, if used well.

Ways to use dialogue effectively

- What the characters say – can show feelings, thoughts and motivations.
- How the characters say things – verbs instead of said (whispered, bellowed etc) and adverbs (angrily, nervously etc).
- Voice description – adjectives (gentle, warm, bitter etc).
- Actions – as they talk (e.g. raised his sword, thumped the table etc.)
- Actions – decisions they make / things that happen to move on the story.

e.g. "Bow down before me peasant!" a voice boomed from above.

"Even the smallest people can make a difference," James whispered determinedly. "You will not continue this reign of terror!" he continued, his voice rising as he held his sword out confidently.

Said is dead!		Adverbs	
Mumbled	Protested	Wickedly	Sweetly
Snapped	Demanded	Calmly	Brightly
Begged	Questioned	Guiltily	Nastily