

## Punctuation

- **Full stop** – Marks the end of a sentence.
- **Comma** – Separates items in a list or clauses in a complex sentence.
- **Apostrophe** – Shows belonging or missing letters in words like don't and can't.
- **Inverted commas** – Show quotation.
- **Question mark** – Ends a question sentence.
- **Colon** – Joins two related clauses where one clause cannot stand alone.
- **Semicolon** – Joins two equal clauses that are closely related but could also stand alone.

Have I checked my work?

## Quality of Written Communication

### SPaG Checklist

- Have I used an appropriate style with no slang or informal language?
- Is my work in paragraphs?
- Do my sentences start with capital letters and end with full stops?
- Are my quotations in inverted commas?
- Have I used capital letters for names and places?
- Have I used specialist vocabulary correctly?
- Have I checked that my sentences make sense and my meaning is clear?
- Did I check my spelling against words in the question paper?

## Commonly Misspelled Words

across	politician
argument	propaganda
basically	publicly
beginning	really
business	religious
completely	remember
definitely	sense
disappear	separate
embarrass	successful
environment	surprise
friend	tomorrow
government	tongue
independent	truly
knowledge	unfortunately
necessary	until
occurred	wherever
occasion	

## Topic Words

Have I  
checked  
my  
work?

# Quality of Written Communication

## Connectives

because	on the other hand	alternatively
but		nevertheless
	so	
although		afterwards
	as long as	
then		consequently
	for example	
however		as well as
	such as	
next		for example
	so far	
since		what is more
	moreover	
therefore		as a result of this
	apart from	
also		
	meanwhile	firstly
despite		
	in addition	secondly
furthermore		
	in contrast	thirdly
whereas		

## Homophones

- ❖ **there**: I'd love to go **there**.  
**their**: Is that **their** cat?  
**they're** (they are): **They're** here.
- ❖ **to**: I'm going **to** work.  
**too**: Are you coming **too**?  
**two**: I have **two** hands.
- ❖ **no**: We have **no** chance.  
**know**: How do you **know** that?
- ❖ **your**: What's **your** name?  
**you're** (you are): **You're** welcome.
- ❖ **new**: She has a **new** phone.  
**knew**: I already **knew** that.
- ❖ **right**: Is that **right**?  
**write**: Can you **write** that down?
- ❖ **which**: **Which** colour do you like?  
**witch**: She was a wicked **witch**.
- ❖ **peace**: I wish for **peace** on Earth.  
**piece**: Please have a **piece** of pie.
- ❖ **rain**: It's pouring with **rain**.  
**rein**: I led the horse by the **reins**.  
**reign**: The King's **reign** ended.
- ❖ **where**: **Where** are you going?  
**wear**: What should I **wear**?
- ❖ **for**: Is that present **for** me?  
**four**: I'll take **four** of these.