Word

- The difference between vocabulary typical of informal speech and vocabulary appropriate for formal speech and writing (eg. find out discover,; ask for request; go in enter)
- How words are related by meaning as synonyms and antonyms (eg. big, large, little)

Sentence

- Use of the passive to affect the presentation of information in a sentence (eg. I broke the window in the greenhouse versus The window in the greenhouse was broken (by me))
- The difference between structures typical of informal speech and structures appropriate for formal speech and writing (eg. the use of question tags: He's your friend, isn't he?, or the use of subjunctive forms such as If <u>I were</u> or <u>Were they</u> to come in some very formal writing and speech)

Text

- Linking ideas across paragraphs using a wider range of cohesive devices: repetition of a word or phrase, grammatical connections (eg. the use of adverbials such as on the other hand, in contrast, or as a consequence), and ellipses
- Layout devices (eg. headings, sub-headings, columns, bullets, or tables, to structure text

Punctuation

- Use of the semi colon, colon and dash to mark the boundary between independent **clauses** (eg. It's raining; I'm fed up)
- Use of the colon to introduce a list and use of semi-colons within lists
- **Punctuation** of bullet points to list information
- How hyphens can be used to avoid ambiguity (eg. man eating shark versus man-eating shark, or recover versus re-cover)

Terminology

- subject, object
- active, passive
- synonym, antonym
- ellipses, hyphen, colon, semi-colon, bullet points