Year 4: Writing Mat

Paragraphs

A paragraph is a collection of sentences about the same idea. Organise your work into themes.

Conjunctions

Conjunctions links words, phrases or clauses to join two or more ideas within a sentence. Try varying the position of a subordinating conjunction eg **Mary went home because she was ill.**
Because she was ill, Mary went home.

Co-ordination: and but or so yet

Subordination: after although because if since unless until when while

Fronted adverbials

Adverbs tell us how, when or where something is done. When you begin a sentence with an adverb or adverbial phrase, it is called a **fronted adverbial**. You need to put a **comma** after the fronted adverbial.

Adverbs of manner: Swiftly, he drew his sword.

Adverbs of time: Next week, we are going on holiday.

Adverbs of place: Under the bridge, there lived a troll.

Sentence

A sentence is a group of words that are about one idea. The group of words make sense together. Sentences begin with a capital letter and end with a . or ? or ! A simple sentence has one idea and one verb eg ***I like chocolate. Do you like it?***

Noun Phrases

You can describe a noun by adding adjectives and other words and phrases to add detail. Try to add details after the noun as well as before.

Eg The beautiful butterfly with delicate wings.

It had wings of gold and flashing eyes of fire.

Use Standard English

I did that. (NOT I done that.)
We were going. (NOT We was going.)
You were there. (NOT You was there.)
She should have seen it. (NOT She should of seen it.)

Pronouns

Include pronouns in your work:

I	me	my	mine	myself
you	you	your	yours	yourself
he/she	him/her	his/her	his/hers	himself/herself
we	us	our	ours	ourselves
you	you	your	yours	yourselves
they	them	their	theirs	themselves

for Learning Ltd - 2016

Herts for Learning

Capital letters

You need to use a capital letter:

- at the start of each sentence
- for the pronoun, I
- for proper names like **D**anny, **L**ondon, **H**ertfordshire, **M**rs **B**rown, **W**ednesday, **S**eptember, **T**he **R**iver **A**von, **W**indsor **C**astle

Commas

Lists: Commas show a break between words in a list:
He was a kind**,** gentle child.
They bought eggs**,** milk**,** cheese**,** ham and bread.
Fronted adverbials: Include a comma after fronted adverbials:
Suddenly, the door slammed.
On Wednesday, we planted the seeds.
Between clauses: When you put a subordinate clause before a main clause.
Josh went to bed because he was tired.
Because he was tired, Josh went to bed.
She wears wellies whenever it rains,
Whenever it rains, she wears wellies.
In Direct Speech: see below

Punctuation of speech

When you want to show that someone is speaking you need to use inverted commas (speech marks). You put them around the words that someone is saying.
"Hello," said John.
"Lovely to see you," replied Mary.
Then they left and said, "Bye. See you soon."
You need a **comma** between speech and the rest of the sentence (before the inverted commas) and new speakers go on a new line.

Full stops, question marks & exclamation marks

You need to put a punctuation mark at the end of each complete idea.
A full stops ends a statement eg It is snowing today.
Question marks end a sentence where a question has been asked eg. Have you seen the snow?
Exclamation marks end a sentence to show high feelings or volume eg Wow! It is snowing!

Apostrophes for missing letters

Apostrophes can show that a letter or letters are missing when two words have been joined together eg
do + not = don't
I + will = I'll
should + have = should've
they + are = they're

Apostrophes for possession

Apostrophes can show that something belongs to something else.
Eg The cat belonging to my grandma = my grandma**'s** cat
The hair belonging to Bilal = Bilal**'s** hair
The books belonging to the teacher = the teacher**'s** books

Watch carefully when using apostrophes with plural words:
The noses belonging to girls = The girls' noses
The tails belonging to the dogs= The dogs' tails

Pay special attention to plurals which don't have an s eg people, children, men: The children's dog, the people's books, the men's coats

© Herts for Learning Ltd - 2016

Herts for Learning